1. CALL TO ORDER

2. DECLARATIONS OF PECUNIARY INTEREST

3. PUBLIC MEETINGS

   Nil

4. DELEGATIONS AND PRESENTATIONS

   Nil.

5. MINUTES FROM ADVISORY COMMITTEES

   5.1. Town of Bracebridge and Gol Kommune Norway Friendship Committee – February 8, 2019

       That the minutes from the Gol Kommune Norway Friendship Committee meeting held on February 8, 2019 be received.

   5.2. Oakley Village Square Advisory Committee Minutes – February 11, 2019

       That the minutes from the Oakley Village Square Advisory Committee meeting held on February 11, 2019, be received.

6. NEW BUSINESS

   6.1. Use of Delegated Authority for Acquisition of Real Property in 2018 (CS007-19)

       That Staff Report CS007-19 regarding the use of delegated authority for acquisition of real property in 2018 be received for information purposes.

   6.2. Update to Dog Control By-Law (CS008-19)

       That the proposed amendments to Dog Control By-Law 2013-078 contained in Appendix “A” to Staff Report CS008-19 be approved.

   6.3. Updated Accessible Parking Space By-Law (CS009-19)

       1. That the draft “Accessible Parking Space By-Law” attached as Appendix “A” to Staff Report CS009-19 be approved subject to any minor technical amendments required by the Ontario Court of Justice.

       2. That the recommended short form wording and set fines for by-law offences as contained on Schedule “B” of the draft “Accessible Parking Space By-Law” be submitted to the Ontario Court of Justice for review and approval.
6.4. Integrity Commissioner Annual Report (Code of Conduct) (CS012-19)

That Staff Report CS012-19 regarding the Integrity Commissioner Annual Report (Code of Conduct) be received for information purposes.

6.5. 2018 Investment Activity (FN004-19)

That Staff Report FN004-19, regarding investment activity for 2018, be received for information purposes.

6.6. 2018 Development Charges Reserve Fund Statement (FN005-19)

That the Development Charges Reserve Fund Statement for the year ended December 31, 2018, as contained in Appendix “A” to Staff Report FN005-19, be received for information purposes.

6.7. 2018 Payment In Lieu of Parkland Reserve Fund Statement (FN006-19)

That the Payment In Lieu of Parkland Reserve Fund Statement for the year ended December 31, 2018, as contained in Appendix “A” to Staff Report FN006-19, be received for information purposes.


That subject to adoption of the 2019 Municipal Budget and Business Plan, the following Contracts be awarded:

1. Contracts for Schedule of Items and Prices “A” and “C” of Tender 2019-TOB-T-001 Supply and Placement of Granular “A”, for a 12-month period between June 1, 2019 to June 1, 2020, be awarded to the low Tenderer, Fowler Construction Company Limited at the Tendered prices of $175,807.00 plus HST for Schedule “A” and $36,800.00 plus HST for Schedule “C”.

2. Contract for Schedule of Items and Prices “B” of Tender 2019-TOB-T-001 Supply and Placement of Granular “A”, for the period June 1, 2019 to June 1, 2020, be awarded to the low Tenderer, M. Conway & Sons Ltd. at the Tendered price of $94,335.00 plus HST.

3. Contract for Tender 2019-TOB-T-003 Supply and Application of Liquid Dust Suppressant for the 2019 calendar year be awarded to the low Tenderer, Miller Paving Limited at the Tendered price of $76,920.00 plus HST.

4. Contract for Tender 2019-TOB-T-004 for the Supply and Delivery of Winter Sand for the 2019/2020 winter season be awarded to the low Tenderer, Fowler Construction Company Limited at the Tendered price of $123,700.00 plus HST.
7. ONGOING BUSINESS
   7.1. Health and Safety Update

8. CORRESPONDENCE
   Nil.

9. CLOSED SESSION
   9.1. Personal Matters about Identifiable Individuals, including Municipal or Local Board Employees (CS011-19) (Appointing By-law - Committee Appointments)

10. RESOLUTIONS ARISING FROM CLOSED SESSION

11. ADJOURNMENT
   That Committee adjourn until the next regular meeting or any special meeting called by the Chair.

This meeting will be Webcast and Audio and Video recorded
A copy of this agenda is available in alternative formats upon request.
For your convenience, assistive listening devices are available from staff in the Council Chambers.
1. CALL TO ORDER

Councillor, S. Clement called the meeting to order at 9:15 a.m. and the following were recorded as being present:

Committee Members:  
- Councillor, S. Clement (Committee Chair)  
- T. Henderson  
- S. Purdon (arrived at 9:22 a.m.)  
- B. Kruger (arrived at 9:15 a.m.)

Regrets:  
- Councillor, D. Smith

Staff:  
- Chief Administrative Officer, J. Sisson  
- Director of Recreation, C. O’Regan  
- Manager of Recreation Services, T. Conley-Knight

2. DECLARATIONS OF PECUNIARY INTEREST (if any)

Nil.

3. DELEGATIONS AND PRESENTATIONS

Nil.

4. NEW BUSINESS

4.1. Review Draft Budget for the Spring 2019 Visit

T. Conley-Knight received an e-mail from Mads Elbrond from Norway indicating he was expecting their General Committee to have a formal invitation for the Town of Bracebridge Gol kommune, Norway Friendship Committee at the beginning of February 2019.

Committee confirmed approximately 7-8 individuals from Bracebridge would participate in a delegation to attend Norway between the suggested dates of May 13 – 21, 2019.

Committee determined that delegates from local business and organizations will be responsible for their return flight, personal expenses and accommodations. Should the Gol kommune, Norway Friendship Committee offer to billet delegates, this option will be provided.

T. Conley-Knight provided economy flight estimates starting at $1,000 return (1-stop) from Toronto including taxes and some fees. Flight insurance, baggage fees is extra and varies between airlines. Flight, flight insurance, incidentals, (not including accommodation) for the 8-day trip is estimated at $2,000.
Additional expenses that will be required to be budgeted for by either the Town of Bracebridge or Gol, kommune Norway Friendship Committee include:

<table>
<thead>
<tr>
<th>Town of Bracebridge, Gol kommune Norway Friendship Committee</th>
<th>Gol, kommune Norway Friendship Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Transportation to/return Toronto Pearson International Airport</td>
<td>• Ground Transportation throughout the trip, including pick-up/return to the Oslo, Norway Airport</td>
</tr>
<tr>
<td>• Gifts for the Gol Kommune, Norway Friendship Committee and Dignitaries</td>
<td>• Some Meals and Refreshments (non-alcoholic)</td>
</tr>
<tr>
<td>• Gifts for Billets if applicable</td>
<td>• Admissions &amp; Entertainment if applicable</td>
</tr>
<tr>
<td>• Some Meals and Refreshments (non-alcoholic)</td>
<td>• Incidentals</td>
</tr>
<tr>
<td>• Incidentals</td>
<td></td>
</tr>
</tbody>
</table>

4.2. Review Responses to the Invitation for Delegation to Visit Gol, kommune Norway in the Spring 2019 (Members of Council, Town Staff and Community Members)

T. Conley-Knight followed up at the request of the committee with the following groups/organizations to determine interest in participating in the delegation to Gol, kommune Norway in the spring of 2019. The following responses were received:

- Muskoka Tourism Marketing Agency – unable to attend, interested in sharing ideas related to tourism
- District of Muskoka – interested
- Bracebridge Chamber of Commerce – interested
- Trillium Lakelands District School Board – unable to attend
- Simcoe Muskoka Catholic District School Board – no response
- Bracebridge Rotary Club – the Club is reviewing
- Rotary Club of Bracebridge Muskoka Lakes – unable to attend

Councillor S. Clement (Chairman) expressed his interest in representing the Town of Bracebridge.

S. Purdon has booked her trip to Norway. T. Henderson and B. Kruger are not available at this time to go to Norway.

Discussion ensued regarding the importance of having representation from the tourism sector and that the Chamber of Commerce could assist in representing this area. C. O'Regan suggested that additional representatives could participate in the delegation via Skype.
Mayor Heidi Granli from Norway provided a recommendation of a local retired teacher that would be an appropriate delegate to provide information about the Canadian education system. Committee discussed if this individual was unavailable, a past BMLSS principal and school official would be a good representative from the school system to invite.

Some additional discussion took place regarding representation from OPP, Explorer’s Edge – Tourism, and Lakeland Network – Technology were considered as delegates and at this time will not be included until the initial group invited has been confirmed.

7-8 people are tentatively selected to participate in the delegation:

- Town of Bracebridge staff/Council – 3 - 4
- Education - 1
- District of Muskoka -1
- Chamber of Commerce -1
- Rotary Club of Bracebridge - 1

ACTION: T. Conley-Knight to follow-up with the Chamber of Commerce, District of Muskoka, and the Rotary Club of Bracebridge to confirm their commitment of a spring trip to Norway.

ACTION: T. Conley-Knight to follow-up with Mads Elbrond from Gol, kommune Norway regarding the invitation, interest in providing billets and to discuss preliminary budget responsibilities for the trip.

Meeting Minutes will be forwarded to the Gol kommune, Norway Friendship Committee for their information.

5. ON-GOING BUSINESS

Nil.

6. CORRESPONDENCE

Nil.

7. CLOSED SESSION

7.1. Personal Matters about Identifiable Individuals, including Municipal or Local Board Employees (Response to the Invitation for Delegation to Visit Gol, kommune Norway – Members of Public)

19-FC-001 Moved by: T. Henderson
Seconded by: S. Purdon

(Section A) That Committee adjourn to a Closed meeting of Committee for the following:

Personal Matters about Identifiable Individuals, including Municipal or Local Board Employees (Response to the Invitation for Delegation to Visit Gol, kommune Norway – Members of Public)

CARRIED
19-FC-002  Personal Matters about Identifiable Individuals, including Municipal or Local Board Employees (Response to the Invitation for Delegation to Visit Gol, kommune Norway – Members of Public)

(Section A)

19-FC-003  Rise from closed meeting.

(Section A)

8. RESOLUTIONS ARISING FROM CLOSED SESSION

Nil.

9. ADJOURNMENT

19-FC-004  Moved by: T. Henderson
            Seconded by: S. Purdon

(Section A)  That Committee adjourn until the next regular meeting or at the call of the Chair.

CARRIED

The meeting adjourned at 10:20 a.m.

Next Meeting: Thursday February 28, 2019 – 3:30 p.m. at the Bracebridge Sportsplex.
1. CALL TO ORDER

Councillor, B. McMurray, Committee Chair, called the meeting to order at 1:07 p.m. and the following were recorded as being present:

Committee Members:  Councillor, B. McMurray (Committee Chair)  
                     J. Cargill  
                     H. MacFarlane  
                     C. Rapson  
                     M. Wheatley (arrived at 1:34 p.m.)

Regrets:  A. Ley

Staff:  Deputy Clerk, T. Arbuckle  
        Economic Development Programmer (Culture), K. Turchet (left at 2:00 p.m.)

2. DECLARATIONS OF PECUNIARY INTEREST

Nil

3. DELEGATIONS AND PRESENTATIONS

Nil

4. NEW BUSINESS

4.1. Community Survey Results – Kalleen Turchet, Economic Development Programmer (Culture)

K. Turchet reviewed the survey results from the online community survey. She proposed ideas to increase involvement of children and youth including a homework club, lego club, board games and art classes. She recommended providing an experience to users where they achieve something at a class and possibly having something to take home after.

Committee discussed the results of the survey noting child/youth participation in fun days and pub nights being popular for adults. It was noted that there has also been an interest expressed from members of the community for baseball and horseshoes. The need for more volunteers to assist with programming was highlighted.

4.2. Committee Reports:

4.2.1. Treasurer (Reference Materials Attached)

H. MacFarlane presented the treasurers report for January 2019.

19-OV-003 Moved by: J. Cargill  
                Seconded by: C. Rapson

That the financial report from the Treasurer be received.  
CARRIED
4.2.2. Custodial

J. Cargill provided an update on facility supplies and noted that the light cover in the front hall would be replaced. Discussion took place regarding the process for purchasing supplies and it was noted that should any supplies be needed J. Cargill should be advised so she can restock.

4.2.3. Building

H. MacFarlane advised that a new phone was purchased and installed however committee members noted their desire to have a more substantial phone that also included an answering machine installed. B. McMurray will purchase a more substantial phone that includes an answering machine with a limit of $100 to spend.

4.2.4. Municipal

B. McMurray advised that the 2019 Municipal Budget and Business Plan was considered by General Committee on February 5, 2019, and will be presented to Council for ratification on February 27, 2019.

4.2.5. Library

C. Rapson advised of the third authors evening event that was held noting lower attendance due to weather. She advised of library and tiny little library use; possible donation of a smart TV for the facility, and future authors night featuring a book related to cyber bullying.

4.2.6. Activity Report

C. Rapson advised that the square dancing night was held and overall the program was very well received. Discussion took place regarding the condition of the floor surface following each event and cost of required maintenance. Committee agreed that the program was very successful and that they would like to see it continue. Possible solutions to resolving the floor surface issue were discussed including further review of the costs associated with stripping the surface and re-waxing with 3 coats of wax.

C. Rapson advised that the organizers of square dancing would like to manage the payments for the event and divide it according to the agreement with the band, caller, facility and other parties. Members noted their support for this as it would relieve some of the workload for the event from the Committee. Committee requested that the organizers be advised that the facility fee of $2.00 per person to a maximum of $20.00 had be revised to remove the maximum $20.00 payable to the facility.

M. Wheatley advised that he would like to proceed with offering ukulele lessons at the facility. He noted that he was still developing the program details and would report back to Committee at a later date. M. Wheatley to facilitate advertising for ukulele lessons in the Village Voice with A. Ley.
4.3. How to Secure Funds Paid for Water/Pop

B. McMurray advised of ongoing issues securing funds from the sale of water and pop at the facility and it was agreed that the water and pop would be removed and no longer offered for sale.

4.4. Grass Cutting

H. McFarlane advised that the cost of grass cutting for the facility in 2018 was $1,400 and noted the rising cost. Committee discussed the time, required equipment and location of the facility in relation to the cost of the service and the requirement to tender for the service.

M. Wheatley will work with A. Ley to advertise for grass cutting services in the Village Voice.

4.5. Custodial Supplies

No update.

4.6. Spaghetti Dinner

H. MacFarlane, advised that the spaghetti dinner will take place on March 23, 2019. B. McMurray will purchase supplies and prepare spaghetti sauce and meatballs. Discussion regarding RSVP for the event took place and it was agreed that the deadline for RSVP’ing to the event would be March 20. H. McFarlane to work with A. Ley for advertising in the Village Voice.

4.7. Budget

Committee discussed the proposed 2019 budget with questions regarding 2018 actual costs as compared to 2019 budgeted amounts. It was noted that the facility was closed for a portion of 2018 therefore the actual costs were anticipated to change.

4.8. Indoor Programs

No update.

4.9. Use of Outside Facilities

B. McMurray advised that she was continuing to work with the local individual who had expressed an interest in assisting with the development of the field at the facility.

4.10. Container for Salt/Sand

The requirement for a container to hold a sand/salt mixture for use on the property was noted and a request was made to use a mixture with minimal salt to reduce the impact on the facility floor. J. Cargill will price containers and scoops for the mixture.
5. **ONGOING BUSINESS**

5.1. **Volunteer Recognition**

B. McMurray presented ideas for a volunteer recognition event including having the Mayor present certificates to volunteers and appreciation gifts. Committee discussed what volunteers to be included in the event and compiling a list of names. Members discussed ways of compiling a list identifying volunteers including placing an ad in the Village Voice.

K. Turchet reviewed options for items of appreciation for volunteers including key chains and mugs and advised of estimated associated costs.

Further details for the event were discussed including scheduling the event for May, Oakley Village Square Certificates and customized mugs.

B. McMurray will work with K. Turchet to order mugs for the volunteer recognition event at a cost not to exceed $550.00.

5.2. **Pancake Breakfast**

H. MacFarlane advised that the annual pancake breakfast would take place on April 28, 2019 from 9:00 a.m. to 1:00 p.m. It was noted that this is a big event for the facility that brings in a lot of people. B. McMurray will talk to A. Ley regarding shopping for the event.

5.3. **Door Lock**

H. MacFarlane advised that there were ongoing issues with the door lock that have now caused individuals to become locked out of the facility. B. McMurray noted the requirement for individuals to use the allen key to lock the push bar in the open position to prevent being locked out.

B. McMurray will contact the Town to have someone attend the facility to review the issue. M. Wheatley will meet the member of Town staff when a visit is arranged.

5.4. **Pickle Ball Court**

Committee discussed the implementation of a user fee for users of the pickle ball court noting the cost of maintenance for the equipment and surface. Members noted concerns with implementing a fee for single use of the court due to issues with securing the funds gathered and instead noted implementing a user fee for organized groups that wish to use the court was identified as an option.

J. Cargill will facilitate an ad in the Village Voice for April indicating a monthly user fee for the court and advising that the Village Square will not be supplying more bats and balls other than those already in their possession.

6. **CORRESPONDENCE**

6.1. Oakley Village Square Advisory Committee Minutes - November 12, 2018

6.2. Oakley Village Square Advisory Committee Minutes – December 3, 2018

6.3. Oakley Village Square Advisory Committee Minutes - January 14, 2019
7. CLOSED SESSION
Nil.

8. RESOLUTION ARISING FROM CLOSED SESSION
Nil.

9. ADJOURNMENT

19-OVS-004 Moved by: J. Cargill
Seconded by: M. Wheatley

That Committee adjourned until the next regular meeting or any special meeting called by the Chair.

CARRIED

The meeting adjourned at 3:06 p.m.
TO: Councillor C. Wilson, Chair and Members of General Committee

FROM: L. McDonald, Director of Corporate Services/Clerk

SUBJECT: Use of Delegated Authority for Acquisition of Real Property in 2018

RECOMMENDATION

1. That Staff Report CS007-19 regarding the use of delegated authority for acquisition of real property in 2018 be received for information purposes.

ORIGIN

2. On February 9, 2011, Council ratified motion 11-GC-025 delegating authority for the acquisition of real property to staff as follows:

   “1. That a by-law be implemented to authorize the Municipal Clerk, in consultation with the Chief Administrative Officer and/or Municipal Engineer, to complete the acquisition of real property, including fee simple acquisitions and easements within the limits set out below and subject to the following conditions:

   1.1. Value of the acquisitions or licence of real property does not exceed a maximum of $15,000;

   1.2. Sufficient funds are available with the departmental operating or capital budgets as approved by Council; and,

   1.3. The acquisition price is set at or below fair market value as determined by an Opinion of Market Value by an Accredited Appraiser.

   2. That staff report back to General Committee annually on the status of acquisition of real property under delegated authority.”

3. By-law 2011-010, being a By-law of The Corporation of the Town of Bracebridge to provide for the Delegation of Authority to approve the acquisition of real property, was enacted on February 9, 2011.

4. Since the enactment of By-law 2011-010, a number of properties have been acquired under delegated authority. A comprehensive list of the properties acquired is attached hereto as Appendix “A”.

5. The purpose of this staff report is to provide General Committee with an up-date on the status of all property acquired in 2018 through the use of the delegated authority noted above.

ANALYSIS

6. During 2018, staff did not utilize the authority provided through By-law 2011-010.

7. While not utilized in 2018, this delegation of authority remains a valuable tool for staff to complete projects in a timely and efficient manner and realize significant time savings.

8. In accordance with By-law 2011-010, staff will report back at the beginning of 2020 on the status of all property acquired in 2019 through the use of this delegated authority.
LINKAGE TO COMMUNITY BASED STRATEGIC PLAN

9. Providing the Director of Corporate Services/Clerk with the ability to acquire real property through delegated authority is well aligned with the strategic plan theme(s):

Continually strive to improve efficiency and accountability in governance.
Encourage civic engagement as a means to foster a strong and transparent relationship between the Town and community.
Commit to partnering and working with outside organizations to leverage efforts with the community.

10. Streamlining the process for acquiring real property is in keeping with the Community Based Strategic Plan as it enhances the ability of the Town to be administratively proactive and efficient.

LINKAGE TO COUNCIL PRIORITIES

11. Use of the delegated authority for acquiring real property supports Continuous Improvement which has been identified by Council as a 2018-2022 priority area. This delegated authority helps to ensure that the acquisition of property to facilitate municipal requirements such as road widenings, bridge abutments, drainage easements, active transportation routes, transit shelters, etc.

ALTERNATIVE(S)

12. As this report is for information purposes only, there are no alternatives presented for Committee consideration.

EXISTING POLICY


14. By-law 2011-010, being a By-law of The Corporation of the Town of Bracebridge to provide for the Delegation of Authority to approve the acquisition of real property, was enacted on February 9, 2011.

FINANCIAL IMPLICATIONS

15. Nil.

COMMUNICATIONS

16. This staff report was distributed to Council, Media, and all Town staff and was published on the Town’s website in accordance with the Town’s Procedural By-law.

Prepared and Approved By:  
L. McDonald  
Director of Corporate Services/Clerk  
Ext. 243

Approved for Submission to General Committee By:  
J. Sisson  
Chief Administrative Officer  
Ext. 229
### APPENDIX “A”

#### Previous Acquisitions Under Delegated Authority

<table>
<thead>
<tr>
<th>Year</th>
<th>Property Description</th>
<th>Purpose</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>No property acquired</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2012</td>
<td>Part of Lot 12, s/s Richard Street Further described as Part 1, Plan 35R-23622 5 Woodchester Avenue</td>
<td>Woodchester Avenue reconstruction project – road widening.</td>
<td>$732.00</td>
</tr>
<tr>
<td>2012</td>
<td>Part of Lot 21, Plan M3 Further described as Part 1, Plan 35R-23621 144 Woodchester Avenue</td>
<td>Woodchester Avenue reconstruction project – road widening.</td>
<td>$2,538.30</td>
</tr>
<tr>
<td>2012</td>
<td>Parts 9, 12, 13 and 15, Plan 35R-23842 91 Woodchester Avenue</td>
<td>Woodchester watercourse matter - easement</td>
<td>$1.00</td>
</tr>
<tr>
<td>2013</td>
<td>Parts 1, 2 and 3, Plan 35R-23944 108 Woodchester Avenue</td>
<td>Woodchester watercourse matter - easement</td>
<td>$2.00</td>
</tr>
<tr>
<td>2013</td>
<td>Part 1, Plan 35R-24171; Part 3, Plan 35R-23842 770 Cedar Lane</td>
<td>Woodchester watercourse matter - easement</td>
<td>$2.00</td>
</tr>
<tr>
<td>2013</td>
<td>Part 1, 35R-23842 81 Woodchester Avenue</td>
<td>Woodchester watercourse matter - easement</td>
<td>$1.00</td>
</tr>
<tr>
<td>2013</td>
<td>Parts 4, 5 and 6, Plan 35R-23842 83 Woodchester Avenue</td>
<td>Woodchester watercourse matter - easement</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>2014</td>
<td>No property acquired</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2015</td>
<td>No property acquired</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2016</td>
<td>Part of Lot 6, Concession 3 (Monck Ward) Further described as Part 2, Plan 35R-25181</td>
<td>5 metre road widening along South Monck Drive as a condition of Consent application B/13/15/BR (Ball) for the North Transportation Corridor.</td>
<td>$0.00</td>
</tr>
<tr>
<td>2016</td>
<td>Part of Lot 19, W/S River Street 20 W/S River Street, Plan 11 (Bracebridge Ward) Further described as Part 22, Plan 25R-17487</td>
<td>Declared surplus by Lakeland Power Distribution Ltd. and offered to the Town of Bracebridge as it fronts on River Road (year-round municipally maintained by the Town of Bracebridge) which includes a municipal sidewalk and abuts CN Property to the south and west and Town-owned property to the north. GIS mapping indicates that the TransCanada Trail also crosses a portion of the property.</td>
<td>$2.00</td>
</tr>
<tr>
<td>2017</td>
<td>Part of Lots 6 and 8, Concession 4 (Monck) Further described as Parts 3 and 5, Plan 35R-25384 and, Parts 1, 2, 3 and 4, Plan 35R-25383</td>
<td>Road widening along South Monck Drive and Partridge Lane as a condition of Consent application D10-22/16 (McCrank) for the North Transportation Corridor and other Town purposes as recommended by the Director of Public Works.</td>
<td>$2.00</td>
</tr>
<tr>
<td>2017</td>
<td>Part of Lot 11, Concession 7 (Draper) Further described as Part 1, Plan 35R-25327 1011 River Haven Road</td>
<td>Turning circle for road maintenance purposes.</td>
<td>$2,000.00</td>
</tr>
</tbody>
</table>
TO: Councillor C. Wilson, Chair and Members of General Committee
FROM: S. Stakiw, Chief By-Law Enforcement Officer
SUBJECT: Update to Dog Control By-Law

RECOMMENDATION

1. That the proposed amendments to Dog Control By-Law 2013-078 contained in Appendix “A” to Staff Report CS008-19 be approved.

ORIGIN

2. At the January 8, 2019 General Committee meeting, motion 19-GC-011 was passed as follows:

“That the October 19, 2018 email from Bill Swain contained in the November 7, 2018 Council Correspondence circulation regarding dog and cat control be referred to staff in the By-Law Enforcement Branch of the Corporate Services Department for review and report back to General Committee”.

3. The October 19, 2018 email from Bill Swain is attached to Staff Report CS 008-19 as Appendix “B”.

ANALYSIS

4. Mr. Swain’s October 19, 2018 email references a number of concerns he has regarding alleged dog attacks in his neighbourhood as well as dogs roaming in packs within the Town of Bracebridge.

5. In response to these concerns, Mr. Swain is requesting that the Town’s Dog Control By-Law be amended to require that all dogs within the “Bracebridge Core” be leashed and that retractable leashes be prohibited due to their inability to adequately control dogs.

6. Mr. Swain further expresses his concern with regard to cats being let outdoors while not on a leash and that future consideration be given to the implementation of a cat control by-law for the Town of Bracebridge.

Dog Control

7. The Town of Bracebridge has had by-laws in place to regulate and control dogs for over 150 years. The first by-laws to licence and control dogs and to prohibit certain animals from running at large were enacted in Bracebridge in 1868. The current version of the dog control by-law was reviewed and approved by Council and implemented in 2013.

8. Dogs running at large have the ability to cause serious harm to other wild and domestic animals and livestock as well as to humans through aggressiveness, chasing livestock and wild animals and interfering with the orderly movement of motor vehicles by running into traffic. Accordingly, the Province of Ontario has enacted legislation (Dog Owners’ Liability Act, Protection of Livestock and Poultry from Dogs Act, Fish and Wildlife Conservation Act) to regulate the actions and consequences of aggressive dogs and dogs running at large.

1 Robert J. Boyer, “A Good Town Grew Here”, page 7
9. Under Provincial legislation, dog owners are required to prevent their dogs from running at large in areas inhabited by deer, moose, elk or bear during the closed season. Dogs found to be chasing deer during the closed season may be shot by a conservation officer in order to prevent harm to the wildlife being chased. Dog owners are also required to prevent their dogs from running at large on properties used to keep livestock or poultry. A landowner is permitted to shoot any dog found chasing or harming livestock or poultry.

10. Staff are not aware of any provincial legislative equivalent that regulates or controls “at large” domestic cats. Historically, dogs not kept under control and running at large have resulted in both financial damage and physical harm to other animals and people which has led to the implementation of provincial legislation to deal with these impacts. Unlike dogs, outdoor domestic cats that are permitted to be at large are generally considered to be a minor pest or nuisance.

11. The current version of the dog control by-law requires that all dogs be kept under control (as defined within the by-law) at all times but does not require that dogs be leashed in a public place.

12. In the Town’s By-law, Control is defined as follows:

“Control means on a leash being firmly held by a person or not on a leash but located within six metres of a person and immediately responding to the verbal obedience commands of that person.”

13. Presently, dog owners are permitted to take their dog(s) for a walk on a public sidewalk, the shoulder of a roadway (where no sidewalk exists), on a recreational trail or in a Town park without any requirement for the dog(s) to be leashed provided the dog remains under control.

14. A survey of 11 Ontario municipalities\(^2\) has confirmed that they all require dogs to be leashed at all times when not on the owner’s property or other private property with the owner’s consent (excluding dog parks or dog off-leash areas). Bracebridge is unique amongst virtually all municipalities in Ontario and elsewhere in that there is no mandatory leashing requirement for dogs in public places. A table outlining the leashing requirements of these 11 comparator municipalities (including leash lengths if applicable) is attached to Staff Report CS008-19 as Appendix “C”.

15. It is recommended that a maximum leash length of 3 metres be included within the dog control by-law to ensure that an element of control is maintained over a dog while being walked on leash.

16. In 2018, the Town received 60 complaints about dogs being at large and/or not under control and issued four Provincial Offence Notices (fines) to dog owners for violations under the by-law. Of the 60 complaints received, 58 involved one of the following two scenarios:

14.1 Dogs leaving the owner’s property and freely roaming the neighbourhood on an occasional or regular basis. These situations may result from a dog getting out of the owner’s house or a dog being left to roam freely by the owner who either sees no harm in the practice or who has failed to take effective measures (fence, tether or other restraining system) to prevent the dog from leaving the property.

14.2 Dogs leaving the owner’s property and trespassing onto one or more adjacent private properties before returning to the owner’s property of their own accord – with or without the owner’s knowledge.

\(^2\) Gravenhurst, Huntsville, Muskoka Lakes, Parry Sound, Midland, Collingwood, Orillia, Barrie, Kawartha Lakes, North Bay, Wasaga Beach.
17. The number of complaints received by the Town dealing with dogs that were not kept under control while being walked or exercised in Town parks or on Town recreational trails is minimal. It is therefore recommended that dogs continue to be permitted to be walked off-leash in these areas subject to remaining under control.

18. Historically, complaints about dogs leaving the owner's property (with or without the owner's knowledge) to run loose (at large) in an area represents the vast majority of dog complaints lodged. The current dog control by-law already regulates and prohibits dogs from being at large within the Town.

19. A dog being walked along a sidewalk or on the shoulder of a roadway (where no sidewalk exists) while the dog is not physically attached to and restrained by a leash does represent a potential concern to the community as dogs are sometimes unpredictable (regardless of training and temperament) animals and may act impulsively in response to their environment. Furthermore, by-law enforcement officers have been told by some residents who are apprehensive around larger dogs that they often feel reassured when they see that a dog in their immediate vicinity is attached to a leash as opposed to walking without any physical restraint.

20. Walking a dog off-leash and in close proximity to other pedestrians, cyclists, wild and domestic animals and within metres of vehicles travelling at 50 or 60 km/h does not, in staff's opinion, provide a sufficient level of control over the dog within that type of urban/traffic environment. It is therefore recommended that Dog Control By-Law 2013-078 be amended to require all dogs to be leashed while in a public place other than on a Town recreational trail or within a Town park and that the maximum leash length be 3 metres. It is not recommended that any restriction be imposed on the use of retractable leashes subject to the length of the leash not exceeding 3 metres.

21. The complaints received by the Town in recent years involving off-leash dogs within Town parks or on recreational trails were primarily focused on one or more of the following:

18.1 An excited or out of control dog jumping up on people or running into other dogs and people while playing;

18.2 A dog not immediately responding when called upon to return to the owner;

18.3 The owner of the dog not paying sufficient attention to the movement and actions of their dog(s) while off-leash.

22. All of these scenarios represent dogs not being under proper control and could potentially be contrary to the current dog control by-law although proving that a dog is not under control is somewhat subjective and therefore more challenging than proving a dog is not attached to a leash.

Cat Control

23. Unlike dog control and licensing by-laws, the majority of municipalities in Ontario and elsewhere do not currently have cat control or licensing/registration by-laws in place. A survey of 11 comparator Ontario municipalities confirms that only 3 of the 11 had any type of regulation or program (whether voluntary or required) in place to control or licence/register domestic cats. The remaining 8 municipalities had no cat control or licensing/registration by-law in place. The results of the cat control survey are attached to Staff Report CS008-19 as Appendix “C”.
24. The City of Barrie has a voluntary cat registration program in place for owners of domestic outdoor cats. The purpose of the program is to provide outdoor cats with a city issued registration number to help reunite the cat with its owner if lost or impounded.

25. Some municipalities have experienced problems with feral (wild) cat colonies and have implemented catch-spay-neuter-release programs to keep the feral cat population from increasing. By-Law Enforcement staff and the OSPCA do not believe that there are any feral cat colonies presently in existence within the Town of Bracebridge. This may be due in part to the high number of natural predators within the Muskoka area. Similarly, many outdoor cats do not return home every year nor are they impounded which leads staff to the conclusion that some of them were also subject to wild animal predation.

26. In speaking with municipalities that currently have, or have had, some form of cat control by-law in place, it was confirmed that the programs are expensive to maintain and that very few cat owners sought to obtain a cat licence or registration number for their pet. For these reasons, some municipalities that had previously implemented cat control and/or licensing by-laws or programs have opted to discontinue them entirely.

27. The OSPCA has recently confirmed that if Bracebridge were to implement a cat control by-law, the organization would be able to board stray and impounded cats on behalf of the municipality at the Muskoka Branch of the OSPCA at a cost of $350 per cat. Impounded cats generally cost more to impound as they typically remain with the facility for a much longer period of time; are not claimed by their owners; and must therefore be placed up for adoption after incurring mandatory veterinary expenses including spay/neuter, vaccinations, microchipping, etc.

28. In 2018, the OSPCA reported that there were a total of 57 stray domestic cats brought into the Muskoka Branch that were reportedly caught and brought into the shelter by Bracebridge residents. If the Town had a cat control by-law and cat impound agreement in place with the OSPCA, the total cost to the Town to impound the 57 cats in 2018 would have been $19,950. Currently, the OSPCA pays for all of these expenses (vaccinations, spay/neuter, microchip, food and boarding) from donations and adoption fees.

29. From the information obtained by municipalities that have impounded cats for being at large, it would appear that only 1-3% of impounded cats are ever claimed by their owners. The remainder of the cats are placed up for adoption or euthanized depending on the municipality and impound service provider.

30. The By-Law Enforcement Branch of the Corporate Services Department receives a minimal number (0 to 5) of enquiries and/or complaints each year dealing with domestic cat control issues. Generally speaking, the enquiries and complaints that are received are directly related to cats using gardens as a litter box.

31. When cat enquiries or complaints are received, By-law Enforcement staff generally provide information to the caller related to various cat deterrent products and methods that may be used to keep cats out of their garden areas. Information regarding non-harmful cat deterrent products and methods is widely available online and commercial products are easily available locally.

32. Based on the anticipated cost of implementing an effective cat control program (licensing, transporting and impounding) combined with the very small number of complaints received each year, staff are not recommending that any further action be taken with regard to a cat control by-law at this time.
Dog Attacks and Dogs in Packs

33. Mr. Swain’s email makes reference to three separate dog attacks taking place in 2018 near his residence as well as his concerns about dogs running in packs at times within Bracebridge.

34. The By-Law Enforcement Branch of the Corporate Services Department has received four separate complaints about an aggressive dog residing at a residence on Young Street. Two of these complaints were received in 2016 and two in 2017. No complaints were received in 2018. Two of the complaints involved the dog allegedly biting a young person and two of the complaints involved the dog running loose in the area.

35. After investigating these complaints, the By-law Enforcement Officer was able to confirm that the two reported dog biting incidents occurred on the dog owner’s property and therefore the dog control by-law did not apply as the dog was not at large. In both of those situations, however, it was confirmed that the Simcoe Muskoka District Health Unit (vaccination confirmation) and Ontario Provincial Police (Dog Owners’ Liability Act) were involved and fulfilled their respective mandates as required.

36. The By-law Enforcement Officer did lay one charge against the owner of the dog in 2017 under the authority of the Dog Control By-Law 2013-078 after it was confirmed that the dog was running at large and acting aggressively contrary to the by-law requirements. The dog owner was also served with a leash and muzzle order in 2017 and no reported incidents have taken place since that time.

37. By-Law Enforcement staff are able to confirm that no complaints have been lodged with the By-Law Enforcement Branch over the past 15+ years about dogs running in packs within the municipality nor have any of the By-law Enforcement Officers ever observed such an occurrence within the community. Dogs running at large individually or in groups would be in violation of the existing dog control by-law.

LINKAGE TO COMMUNITY BASED STRATEGIC PLAN

38. Updating the Dog Control By-Law to require the leashing of dogs that are being walked in a public place while continuing to allow dogs to be off-leash (subject to being under control and not causing a nuisance) in parks and recreational trails is well aligned with the strategic theme(s):

<table>
<thead>
<tr>
<th>Theme</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recognize the importance of the Town’s decisions in shaping the future of the community.</td>
<td></td>
</tr>
<tr>
<td>Ensure that the Town offers a welcoming and equitable environment for residents and visitors of all ages.</td>
<td></td>
</tr>
<tr>
<td>Ensure that environmental protection is a priority in the Town’s operations and plans.</td>
<td></td>
</tr>
<tr>
<td>Promote the natural environment as a year-round destination for tourists and visitors.</td>
<td></td>
</tr>
<tr>
<td>Ensure that the Town offers a welcoming and equitable environment for residents and visitors of all ages.</td>
<td></td>
</tr>
<tr>
<td>Promote health and wellness in the community through Town facilities, programs and partnerships.</td>
<td></td>
</tr>
</tbody>
</table>
39. Continuing to allow dog owners to utilize Town parks and recreational trails (in addition to the dog park) for dog off-leash walking and exercise activities will ensure that there continues to be many different dog walking and exercise options available for residents and visiting dog owners and their dogs within the Town of Bracebridge.

40. Requiring dogs to be leashed and restrained while being walked in other public spaces (including along municipal sidewalks and along the side of roadways) ensures that the dog owners are able to maintain direct physical control over their dogs which improves overall community safety by minimizing conflict and interaction with motor vehicles, other pedestrians and cyclists as well as wild and domestic animals.

LINKAGE TO COUNCIL PRIORITIES

41. Updating the dog control by-law does not have a direct linkage to the priority areas identified by Council for the 2014-2018 Term of Council.

ALTERNATIVE(S)

42. The following alternatives are available for Committee consideration:

   **Alternative #1**

   The Committee could recommend that no changes be made to Dog Control By-Law 2013-078 at this time and that all dogs continue to be permitted to be off-leash anywhere within the municipality.

   This alternative is not recommended as enforcement of the “under control” provisions of the by-law is somewhat subjective and enforcement can be challenging. Additionally, staff believe that dogs being walked in very close proximity to other pedestrians, cyclists and motor vehicles should be under the direct control (leash) of their owners or handlers as secondary control methods (voice commands) are not as effective in controlling dogs in those environments.

   **Alternative #2**

   The Committee could recommend that staff be directed to create a cat control by-law and that the OSPCA be contacted to amend the current dog impound agreement in order to include the impounding of domestic cats found to be at large within the Town of Bracebridge.

   This alternative is not recommended as the anticipated cost to impound domestic stray cats caught while at large contrary to a cat control by-law would be considerable. When taking into consideration the anticipated cost to implement an effective cat control program and the relative minor nuisance factor sometimes generated by outdoor domestic cats, staff do not believe that such a program is necessary at this time. Furthermore, the majority of cat owners do not retrieve their impounded cats from shelters which would result in the majority of impounded cats needing to be placed up for adoption increasing the financial burden to the OSPCA.
EXISTING POLICY

43. Dog Control By-Law 2013-078
44. *Dog Owners’ Liability Act, R.S.O. 1990, c. D.16*
45. *Protection of Livestock and Poultry from Dogs Act, R.S.O. 1990, c. L.24*

FINANCIAL IMPLICATIONS

47. There are no financial implications associated with the recommendations contained in Staff Report CS008-19.

48. Should Council decide to implement a Cat Control By-Law, the current pound agreement would need to be amended to provide impound services and care for all cats brought into the facility as strays. Preliminary information obtained from the Muskoka Branch of the OSPCA confirms that based on 2018 data, cat impound costs for the municipality would have been close to $20,000. By way of comparison, the current agreement with the OSPCA for dog impound services is anticipated to be approximately $15,500 for 2019.

COMMUNICATIONS

49. This staff report was distributed to Council, Media, and all Town staff and was published on the Town’s website in accordance with the Town’s Procedural By-law.

50. The Council agenda will be distributed in the same manner as identified above.
APPENDIX “A”

Proposed Amendments to Dog Control By-Law 2013-078

DELETE THE FOLLOWING SECTIONS:

1.3 **Control** means on a leash being firmly held by a person or not on a leash but located within six metres of a person and immediately responding to the verbal obedience commands of that person.

1.6 **Leash** means a chain, rope, chord or the like that is securely attached to a dog and firmly grasped by a person and which is capable of holding and controlling a dog.

6. Every owner shall ensure that his/her dog is not on any land other than their own, or another land owner’s or occupier’s property with their consent, unless the dog is on a leash or under the control of the owner or land owner or occupier at all times.

ADD THE FOLLOWING SECTIONS:

1. **DEFINITIONS** – add the following definitions and renumber the Section 1 sub-sections accordingly:

   **Competent Person** means a person who is able to physically restrain and control the movements of a dog.

   **Control** means physically attached to a leash being firmly held by a competent person capable of preventing the dog from causing or creating a nuisance to other animals and people.

   **Leash** means a chain, rope, chord or the like measuring a maximum of 3 metres in length that is securely attached to a dog and firmly grasped by a person and which is capable of holding and controlling a dog.

   **Nuisance** means causing problems, bothering, annoying or interfering with other animals or people.

6. Every owner or other person shall ensure that his/her dog is not on any land other than their own, or another land owner’s or occupier’s property with their consent, unless the dog is under control at all times. An owner or person walking a dog along a Town recreational trail or within a Town park does not need to keep their dog on a leash subject to the dog not causing or creating a nuisance to any animal or person at any time.
APPENDIX “B”

October 19, 2018 Email from Mr. Bill Swain

From: WILLIAM SWAIN <bill.swain@cogeco.ca>
Sent: Friday, October 19, 2018 8:09 PM
To: Lorri McDonald
Subject: Dog Leashes
Importance: High

Good day

Ms McDonald

I would like to put forward to the new council and mayor after the election as things are to busy at this time, the following motion.

That the no leash by-law be changed for all dogs within the Bracebridge Core to a leashed by-law. The leash being no longer than one meter which is a standard length in most cities and towns. The use of retractable leashes not be allowed as owners tend to just let them reel out. The summer of 2018 has seen 3 dog attacks on children on Yonge St. in Bracebridge and due to certain conditions charges could not be laid. Really sad as one girl is still suffering trauma and the scars on her right side where the dog tore out a chunk of flesh.

Our dog population has grown substantially in town and many are running at large in packs at times. The time has come that leashes be put in place for the town of Bracebridge. Look at Peterborough Ontario, they have a cat leash by-law no cats outside without a leash. That is another problem Bracebridge faces owners let their cats out in the morning and they wander around all day. Cats can’t be domesticated true so they should be kept in doors or leashed but we will tackle that at another time once we get the information from Peterborough by-law that has been requested.

For now a dog leash by-law is needed.

Thank You

Bill Swain

115 Milton St. Bracebridge ON P1L 2G4

bill.swain@Cogeco.ca

No phone number is required as a mailing and email address has been supplied. As well my phone only accepts calls and texts from people on my contact list.

FYI
## APPENDIX “C”

**Municipal Comparison Table – Cat and Dog Control**

<table>
<thead>
<tr>
<th>Municipality</th>
<th>Population</th>
<th>Cat By-Law?</th>
<th>Dog Leash Required?</th>
<th>Maximum Leash Length?</th>
<th>Leash Exemptions (other than dog parks)?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bracebridge (currently)</td>
<td>16,000</td>
<td>No</td>
<td>No</td>
<td>Not applicable</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Bracebridge (proposed)</td>
<td>16,000</td>
<td>No</td>
<td>Yes</td>
<td>3 metres – no restriction on type of leash</td>
<td>Yes – Town recreational trails and parks</td>
</tr>
<tr>
<td>Gravenhurst</td>
<td>12,000</td>
<td>No</td>
<td>Yes</td>
<td>2 metres</td>
<td>No</td>
</tr>
<tr>
<td>Huntsville</td>
<td>20,000</td>
<td>No</td>
<td>Yes</td>
<td>2 metres</td>
<td>No</td>
</tr>
<tr>
<td>Parry Sound</td>
<td>6,500</td>
<td>No</td>
<td>Yes</td>
<td>No maximum</td>
<td>No</td>
</tr>
<tr>
<td>Kawartha Lakes</td>
<td>75,000</td>
<td>No</td>
<td>Yes</td>
<td>1.8 metres</td>
<td>No</td>
</tr>
<tr>
<td>Midland</td>
<td>17,000</td>
<td>No</td>
<td>Yes</td>
<td>1.5 metres</td>
<td>No</td>
</tr>
<tr>
<td>Orillia</td>
<td>31,000</td>
<td>No</td>
<td>Yes</td>
<td>3 metres</td>
<td>No</td>
</tr>
<tr>
<td>Wasaga Beach</td>
<td>21,000</td>
<td>No</td>
<td>Yes</td>
<td>2 metres</td>
<td>No</td>
</tr>
<tr>
<td>Barrie</td>
<td>142,000</td>
<td>Yes – voluntary registration only</td>
<td>Yes</td>
<td>2 metres</td>
<td>No</td>
</tr>
<tr>
<td>North Bay</td>
<td>52,000</td>
<td>Yes³</td>
<td>Yes</td>
<td>2 metres</td>
<td>No</td>
</tr>
<tr>
<td>Collingwood</td>
<td>22,000</td>
<td>Yes⁴</td>
<td>Yes</td>
<td>No maximum</td>
<td>No</td>
</tr>
<tr>
<td>Township Muskoka Lakes</td>
<td>7,000</td>
<td>No</td>
<td>Yes</td>
<td>No maximum</td>
<td>No</td>
</tr>
</tbody>
</table>

³ **North Bay** requires complainant to catch stray cat and transport the cat to the pound facility. Municipality does not provide this service.

⁴ **Collingwood** does not licence or register cats but does have a by-law prohibiting cats from being at large.
APPENDIX “D”

Dog Control By-Law 2013-078
BY-LAW NO. 2013-078

A BY-LAW OF THE CORPORATION OF THE TOWN OF
BRACEBRIDGE TO REQUIRE THE LICENSING OF DOGS
AND FOR THE CONTROL OF DOGS WITHIN THE TOWN
OF BRACEBRIDGE

WHEREAS Section 8 of the Municipal Act, S.O. 2001, (hereinafter referred to as the "Municipal Act") provides that the powers of a municipality under the Municipal Act or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS Section 9 of the Municipal Act provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Municipal Act or any other Act;

AND WHEREAS Section 11(3) of the Municipal Act provides that a lower tier municipality may pass by-laws respecting matters within the spheres of jurisdiction including animals and business licensing;

AND WHEREAS Section 103(1) of the Municipal Act states that if a municipality passes a by-law regulating or prohibiting with respect to the being at large or trespassing of animals, it may provide for the seizure and impounding of animals being at large or trespassing contrary to the by-law and the sale of impounded animals if they are not claimed within a reasonable time or if the expenses of the municipality respecting the impounding of the animals are not paid;

AND WHEREAS Section 105(1) of the Municipal Act states that if a municipality requires the muzzling of a dog under any circumstances, the council of the municipality shall, upon the request of the owner of the dog, hold a hearing to determine whether or not to exempt the owner in whole or in part from the requirement;

AND WHEREAS Section 425(1) of the Municipal Act states that a municipality may pass by-laws providing that a person who contravenes a by-law of the municipality passed under this Act is guilty of an offence;

AND WHEREAS Section 426(1) of the Municipal Act states no person shall hinder or obstruct, or attempt to hinder or obstruct, any person who is exercising a power or performing a duty under this Act or under a by-law passed under this Act;

AND WHEREAS Section 429(1) of the Municipal Act provides that subject to subsection (4), a municipality may establish a system of fines for offences under a by-law of the municipality passed under this Act;

AND WHEREAS Section 432 of the Municipal Act states that a by-law under section 425 may establish a procedure for the voluntary payment of penalties out of court where it is alleged that any of the following by-laws have been contravened: By-laws related to animals, as defined in section 11.1, being at large or trespassing;
AND WHEREAS Section 6 of the Dog Owners' Liability Act states that except as permitted by this Act or the regulations, no person shall, own a Pit Bull; breed a Pit Bull; transfer a Pit Bull, whether by sale, gift or otherwise; abandon a Pit Bull other than to a pound operated by or on behalf of a municipality, Ontario or a designated body; allow a Pit Bull in his or her possession to stray; import a Pit Bull into Ontario; train a Pit Bull for fighting;

AND WHEREAS Section 1(1) of the Dog Owners' Liability Act defines a “Pit Bull” as including a Pit Bull terrier, a Staffordshire bull terrier, an American Staffordshire terrier, an American Pit Bull terrier and any dog that has an appearance and physical characteristics that are substantially similar to those dogs;

AND WHEREAS Section 7(1) of the Dog Owners’ Liability Act states that a Pit Bull is restricted if it is owned by a resident of Ontario on the day subsection 1(16) of the Public Safety Related to Dogs Statute Law Amendment Act, 2005 comes into force; or it is born in Ontario before the end of the 90-day period beginning on the day subsection 1(16) of the Public Safety Related to Dogs Statute Law Amendment Act, 2005 comes into force;

AND WHEREAS Section 15(1) of the Dog Owners’ Liability Act provides that a peace officer may seize a dog in a public place if the officer believes on reasonable grounds that the dog is a Pit Bull other than a restricted Pit Bull;

AND WHEREAS Regulation 157/05 to the Dog Owners’ Liability Act contains several mandatory controls for Pit Bulls, including muzzling and leashing requirements;

AND WHEREAS Section 436 of the Municipal Act states provides that a municipality has the power to pass by-laws providing that the municipality may enter on land at any reasonable time for the purpose of carrying out an inspection to determine whether or not the following are being complied with: a by-law of the municipality passed under the act, a direction or order of the municipality made under this Act or made under a by-law of the municipality passed under this Act and a condition of a licence issued under a by-law of the municipality passed under this act;

AND WHEREAS The Council of the Corporation of the Town of Bracebridge passed By-law 2010-030 on the 12th day of May, 2010, being a by-law to require the licensing of dogs and for the control of dogs within the Town of Bracebridge;

AND WHEREAS by motion 13-GC-253 the Council of the Corporation of the Town of Bracebridge deems it expedient to amend By-law 2010-030;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF BRACEBRIDGE ENACTS THE FOLLOWING BY-LAW, TO BE REFERRED TO AS THE DOG CONTROL BY-LAW”:

DEFINITIONS

1. In this by-law:
   
   1.1. **ANIMAL CONTROL OFFICER** means a person designated by Council for the enforcement of this by-law and includes Council appointed Municipal Law Enforcement Officers.

   1.2. **AT LARGE** means found in any place other than the property of the owner or other property with that property owner or occupiers consent, or any other place while not under the direct control of any person.

   1.3. **CONTROL** means on a leash being firmly held by a person or not on a leash but located within six meters of a person and immediately responding to the verbal obedience commands of that person.

   1.4. **COUNCIL** means the council of The Corporation of the Town of Bracebridge.
1.5. **DOG** means any female or male domesticated dog, or member of the species *Canis Familiaris*.

1.6. **LEASH** means a chain, rope, chord or the like that is securely attached to a dog and firmly grasped by a person and which is capable of holding and controlling a dog.

1.7. **MUZZLE** means a humane fastening or covering device of adequate strength placed over a dog’s mouth to prevent it from biting.

1.8. **OCCUPIER** means a person who is renting, leasing or otherwise legally in charge of a property other than an owner.

1.9. **OWNER** means any person who possesses or harbours a dog, and where the owner is young person, the person responsible for the custody of the young person.

1.10. **PIT BULL** means a Pit Bull terrier, a Staffordshire bull terrier, an American Staffordshire terrier, an American Pit Bull terrier and any dog that has an appearance and physical characteristics that are substantially similar to those dogs.

1.11. **RESTRICTED PIT BULL** means a Pit Bull owned by a resident of Ontario on the day subsection 1(16) of the Public Safety Related to Dogs Statute Law Amendment Act, 2005 came into force, or born in Ontario before the end of the 90-day period beginning on the day subsection 1(16) of the Public Safety Related to Dogs Statute Law Amendment Act, 2005 came into force.

1.12. **SHOW DOG** means a Registered Pit Bull that is shown at least annually in a sanctioned event with one of the following: Canadian Kennel Club, the American Kennel Club, the United Kennel Club or the American Dog Breeders Association.

1.13. **SPORTS FIELD** means an area within a Town park designed to be used for a sporting activity including soccer, baseball, rugby, football and tennis or other organized sporting event as approved by Council for a particular park.

1.14. **TOWN** means the Town of Bracebridge.

1.15. **YOUNG PERSON** means a person who is or, in the absence of evidence to the contrary, appears to be under sixteen years of age.

**REGULATIONS**

2. Every owner or person in control of a dog shall, in a sanitary manner, immediately remove and dispose of any excrement left by the dog anywhere within the Town. This requirement does not apply to a person with a medically recognized physical disability who is dependent upon and accompanied by a trained guide dog.

3. Where any dog has bitten a person or animal, or there are reasonable grounds to believe that a dog has bitten a person or animal, an Animal Control Officer may issue an Order to the owner of the dog requiring that the dog be kept muzzled at such times as are set out in the Order. An owner who receives an Order to muzzle a dog is entitled to a hearing before the General Committee of Council. General Committee may uphold, amend or rescind the Order of the Animal Control Officer. The Order shall remain in effect from the time it is issued until the first of: an action under the Dog Owner’s Liability Act has concluded, the Animal Control Officer withdraws the Order or the Order is rescinded by General Committee. No owner shall disobey an Order issued under this by-law.
4. Every owner shall ensure that his/her dog is not at large or otherwise creating a nuisance within the Town. An Animal Control Officer or a member of the public may seize a dog at large. Any dog seized by a member of the public shall be turned over to the Animal Control Officer as soon as practicable.

5. Seized dogs will be impounded until returned to their owner. If an owner is not found within 72 hours, excluding statutory holidays, the dog may be sold, surrendered to the Ontario Society for the Prevention of Cruelty to Animals or other animal welfare agency, or destroyed. An owner is not entitled to the return of his or her dog until such time as all pound fees have been paid. These fees are found in the Town’s fees and charges by-laws in effect at the time. Furthermore, all veterinarian expenses incurred by the Town and/or a veterinarian in the treatment of a dog picked up and/or impounded for running at large shall be paid in full prior to the dog being surrendered to the owner.

6. Every owner shall ensure that his/her dog is not on any land other than their own, or another land owner’s or occupier’s property with their consent, unless the dog is on a leash or under the control of the owner or land owner or occupier at all times.

7. Every owner shall ensure that his/her dog is not on any Town property normally used by the public as a swimming area during the period of May 1st to September 30th, inclusive.

8. Every owner shall ensure that his/her dog is not on any groomed trail maintained and used for Nordic skiing at the Bracebridge Management Resource Centre during the period of December 1st to April 15th, inclusive.

9. Every owner shall ensure that his/her dog is not on any Town sports field at any time.

10. Every owner shall ensure that his/her dog is not on any Town playground at any time.

PIT BULL RESTRICTIONS

11. No person shall own, possess, be in control of or harbour a Pit Bull in Town. This shall not preclude the owning, possessing, controlling or harbouring of currently licensed Restricted Pit Bulls. If the owner of a Pit Bull refutes that the dog is a Pit Bull as defined, the burden of proof that the dog is not a Pit Bull is the owner’s.

12. Every owner shall ensure that his/her Pit Bull is muzzled at all times when not on their property or another property with that property owner or occupier’s consent.

13. Every owner of a Pit Bull shall ensure that his/her Pit Bull is securely attached to a leash of not more than 1.8 metres in length when not on their property or another property with that property owner or occupier’s consent.

13.1. Notwithstanding the requirements under section 11, every owner of a Pit Bull shall at all times ensure that the Pit Bull is within an enclosed property when not securely attached to a leash as required under section 11. A Pit Bull shall be deemed to be within an enclosed property when the property is enclosed in a way than can be relied on to prevent the Pit Bull from breaking out of the property.

14. Every owner of a Pit Bull shall ensure that his/her Pit Bull is sterilized and proof of the sterilization shall be provided to the Animal Control Officer upon demand. This section shall not apply to Restricted Pit Bulls that are registered and participate in sanctioned events with any of the following clubs: Canadian Kennel Club, American Kennel Club, United Kennel Club or the American Dog Breeders Association. An exempt Pit Bull must participate in at least one club sanctioned event per year to maintain this exemption. Proof of annual participation must be provided to the Animal Control Officer upon demand.
15. A Pit Bull that is not recognized by the Town as a Restricted Pit Bull, or a Restricted Pit Bull not in compliance with this by-law, shall be subject to seizure by the Animal Control Officer if found in a public place. At the sole discretion of the Animal Control Officer or at the conclusion of a hearing under the Dog Owners Liability Act, a Restricted Pit Bull may be returned to it’s owner. All unrestricted Pit Bulls shall be destroyed as soon as practicable.

LICENSE

16. Every owner of a dog shall ensure that the dog is currently licensed at all times. The licensing fee shall be waived for a certified guide dog. Upon demand, proof of sterilization shall be provided to the Animal Control Officer.

17. Upon payment of the applicable licence fee, an owner of a dog shall be provided with a dog tag bearing a serial number and the year of the licence obtained. This tag shall remain securely affixed to the dog collar and worn at all times until replaced by subsequent tags. Collars may be temporarily removed in situations where it may present a danger to the dog.

ENFORCEMENT

18. Any person appointed as a by-law enforcement officer for the Town shall be permitted to enter onto land at any time for the purpose of enforcing this by-law and any orders or conditions imposed under the authority of this by-law.

19. Every person who contravenes any provision of this by-law is guilty of an offence and shall be subject to a penalty in accordance with the Provincial Offences Act, R.S.O. 1990, c. P.33.

20. Every person guilty of an offence under this by-law may, if permitted under the Provincial Offences Act, pay a set fine. The Chief Justice of the Ontario Court of Justice shall be requested to establish, pursuant to the Provincial Offences Act, set fines in accordance with Schedule A of this by-law.

REPEAL

21. Upon this by-law being approved by the Chief Justice of the Ontario Court of Justice, By-law 2010-030 shall be repealed in its entirety.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 23rd DAY OF OCTOBER 2013.

Mayor, Graydon Smith 

Director of Corporate Services / Clerk,  
L. McDonald
## SCHEDULE A TO BY-LAW 2013-078

<table>
<thead>
<tr>
<th>OFFENCE</th>
<th>SECTION</th>
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<tr>
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<tr>
<td>Failure to obey muzzle order</td>
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<td>8</td>
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<td>Failure to leash Pit Bull</td>
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</tr>
<tr>
<td>Failure to ensure Pit Bull within an enclosed property</td>
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</tr>
<tr>
<td>Failure to sterilize Pit Bull – not show dog</td>
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<tr>
<td>Failure to obtain valid licence</td>
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</tr>
<tr>
<td>Failure to affix valid licence to collar</td>
<td>17</td>
<td>$100.00</td>
</tr>
</tbody>
</table>
TO: Councillor C. Wilson, Chair and Members of General Committee
FROM: S. Stakiw, Chief By-Law Enforcement Officer
SUBJECT: Updated Accessible Parking Space By-Law

RECOMMENDATION

1. That the draft “Accessible Parking Space By-Law” attached as Appendix “A” to Staff Report CS009-19 be approved subject to any minor technical amendments required by the Ontario Court of Justice.

2. That the recommended short form wording and set fines for by-law offences as contained on Schedule “B” of the draft “Accessible Parking Space By-Law” be submitted to the Ontario Court of Justice for review and approval.

ORIGIN

3. Staff have recently undertaken a comprehensive review of the current “Disabled Persons Parking By-Law 2007-020” as part of an ongoing by-law review process in order to ensure that the by-law remained current and effective. By-law reviews are regularly conducted as part of regular business activities within the By-Law Enforcement Branch of the Corporate Services Department.

4. The recent by-law review has confirmed that, although the current by-law remains an effective by-law for parking violations, it does not regulate or control other important issues related to accessible parking including official signage, access aisles, unobstructed access to parking spaces and the surface treatment and parking space/aisle demarcation (line painting) for these areas. Further, the current by-law has limited effectiveness for accessible parking spaces located within gravel parking lots.

5. The draft by-law is a much more comprehensive document than the current by-law and is intended to address several key issues not currently regulated by parking regulations within either the “Comprehensive Zoning By-Law 2016-088” or the current “Disabled Persons Parking By-Law 2007-020”.

ANALYSIS

6. The Town has enacted a number of on and off-street parking by-laws in order to recognize and regulate a number of varying but important issues such as: on-street parking throughout the municipality, time restricted parking within the downtown area, parking within designated fire routes, parking within municipal parking lots, parking on municipal and private property and parking within accessible parking spaces on both municipal and private property.

7. By enacting and enforcing these parking by-laws, the Town achieves a number of important objectives including:
   - the orderly, efficient and safe movement of traffic
   - the efficient and safe clearing of snow from municipal roadways and parking lots;
   - ensuring that emergency vehicle access to buildings is maintained, that regular traffic turnover takes place within the time restricted on and off-street parking areas in the downtown area; and
ensuring that accessible parking spaces remain available and accessible to persons who possess valid accessible parking permits.

8. The Town’s appointed By-law Enforcement Officers spend a regular part of every shift inspecting accessible parking spaces on both municipal and private property to ensure that every vehicle parking within an accessible parking space is displaying a valid accessible parking permit. Through regular inspections and enforcement of these accessible parking spaces, the Town is ensuring that the abuse of these parking spaces is kept to a minimum.

9. In 2018, a total of 82 parking tickets were issued to vehicles illegally parked within an accessible parking space and 10 accessible permits were seized for illegal or improper use.

10. At the present time, there are by-law requirements in place to ensure that a property being developed will provide a sufficient number of accessible parking spaces based on the overall parking requirement for the property.

11. The "Comprehensive Zoning By-Law 2016-088” does specify the required number and size of designated parking spaces and access aisles on a property, however, signage for accessible parking is included in the Site Plan Guidelines as outlined in Site Plan Control By-law 2013-042. Given that the Site Plan Guidelines have not yet been updated since the approval of the Comprehensive Zoning By-law, currently the Site Plan Guidelines do not regulate the official accessible parking signage for the parking spaces or access aisles. The zoning by-law requirements related to the number and size of required accessible parking spaces and access aisles is identical to the requirements contained in provincial legislation.

12. Given that the Site Plan Guidelines have not yet been updated since the approval of the 2016 Comprehensive Zoning By-law, Planning and Development staff support the inclusion of Appendix “A” of proposed Accessible Parking Space By-law that depicts the requirements for signage given the new access aisles that are required by legislation. Planning and Development staff will work with By-law Services staff during the Site Plan Guidelines review in 2019/20 to ensure that the regulations in the proposed Accessible Parking By-law are incorporated appropriately.

13. The current “Disabled Persons Parking By-Law 2007-020” regulates the use of accessible parking spaces and accessible parking permits but does not regulate surface treatment (i.e. painting), official accessible parking signage or access to the accessible parking spaces.

14. The draft by-law was created to improve the enforcement of the parking and stopping of motor vehicles within accessible parking spaces as well as to regulate the content and display of official accessible parking signage. Furthermore, the draft by-law ensures that the surface of all paved accessible parking spaces and access aisles have proper permanent surface markings to indicate where the parking spaces and access aisles are physically located while addressing the proper identification of unpaved accessible parking space areas with additional signage.

15. Currently, it is extremely difficult and oftentimes not possible for officers to effectively identify the location of a designated accessible parking space or access aisle on a gravel parking surface. This is due to the fact that no painted lines or international accessibility symbols (wheelchairs) are able to be permanently painted onto the unpaved parking and access aisle surface areas to indicate where the designated accessible parking space or required access aisle are located.
16. The draft by-law has addressed this issue by requiring that all required accessible parking spaces that are unpaved be suitably identified with additional signage at the limits of the accessible parking space area. Furthermore, the issue of suitable surface treatments for accessible parking areas will be reviewed as part of the ongoing Comprehensive Zoning By-Law and Site Plan Control requirement reviews by the Planning and Development Department.

17. Currently, the only Town accessible parking spaces that are not paved are located within the parking lot area at Kirby's Beach Park. The Director of Public Works has advised that these accessible spaces have already been identified with additional signage as required under the draft by-law and that this area has been previously reviewed and approved by the Accessibility Advisory Committee.

18. The Manager of Planning Services has advised that although the current Comprehensive Zoning By-Law does not address surface treatment requirements for required accessible parking spaces or access aisles, this issue will be added to the housekeeping review for the Comprehensive Zoning By-law planned for 2019.

19. As Council is aware, the Town has a Site Plan Control By-law whereby new developments are subject to site plan approval. On some projects, the Town has not required parking areas to be paved or hard-surfaced. Generally, this approach is limited to industrial-type developments; however, is considered on a property by property basis. This means that a number of new property developments in recent years have been established with the entire customer parking lot area (including accessible parking spaces and access aisles) consisting of crushed stone or gravel.

20. Any required accessible parking spaces within these parking areas are essentially unenforceable at the current time as no designated spaces are indicated on the surface of the parking area to indicate where the spaces are physically located. The draft by-law will address this challenge by requiring additional signage to properly identify the limits of the accessible parking area.

21. The draft by-law also makes a distinction between designated parking spaces located on the roadway (highway) and those located on private or municipal property. The draft by-law would prohibit the stopping of a motor vehicle within a designated space on a roadway and the parking of a motor vehicle within a designated space on private or municipal property by a motor vehicle not properly displaying a valid accessible parking permit. This distinction is required in order to prevent courier or delivery companies (among others) from regularly stopping a delivery vehicle for prolonged periods of time within designated parking spaces while loading/unloading within the downtown area.

22. The Chief By-Law Enforcement Officer has previously provided the Bracebridge Accessibility Advisory Committee (AAC) with a memorandum dated February 4, 2019 outlining the anticipated changes to the accessible parking regulations and the expanded scope of the draft by-law. This memorandum is attached to Staff Report CS009-19 as Appendix “B”. The Chief By-Law Enforcement Officer also attended the February 11, 2019 meeting of the AAC to review the recommended changes and to answer questions posed by members.

23. The AAC is supportive of the changes being recommended within the draft by-law.
LINKAGE TO COMMUNITY BASED STRATEGIC PLAN

24. The draft “Accessible Parking Space” by-law is well aligned with the strategic theme(s):

| CREATIVE & CONSIDERATE PLANNING | Ensure the importance of the Town’s decisions in shaping the future of the community.  
Ensure that the Town’s planning practices, policies and processes encourage responsible growth and development that aligns with the community’s identity and heritage.  
Focus on specific areas highlighted as priorities, including, development of options to support the diversification and affordability of housing options to meet the needs of the entire community. |
|----------------------------------|--------------------------------------------------------------------------------------------------|
| COMMUNITY WELLNESS & CULTURAL VITALITY | Ensure that the Town offers a welcoming and equitable environment for residents and visitors of all ages.  
Promote a vibrant community that celebrates the critical role of arts, culture and heritage in promoting quality of life.  
Promote health and wellness in the community through Town facilities, programs and partnerships. |

25. Enhancing parking accessibility standards and actively monitoring and enforcing these standards will ensure that those persons who possess an accessible parking permit and who either drive a personal motor vehicle or use a service provided by a corporation (for profit) or an organization (not for profit) for their transportation requirements will have more reliable and safer access to various services throughout the community. Accessible parking is but one component of a comprehensive accessibility plan but impacts numerous residents and visitors on a daily basis.

LINKAGE TO COUNCIL PRIORITIES

26. The draft accessible parking space by-law does not directly support any of the 2018-2022 Council priorities.

ALTERNATIVE(S)

27. The following alternative is available for Committee consideration:

**Alternative #1**

The Committee could recommend that the draft accessible parking space by-law not be approved and that the current by-law remain in effect.

This alternative is not recommended as the draft by-law is a more effective and comprehensive by-law that will effectively address several accessible parking issues and challenges not currently addressed under Town by-laws.
EXISTING POLICY

29. Comprehensive Zoning By-law 2016-088
30. Site Plan Guidelines authorized under Site Plan Control By-law 2013-042
34. *Ontario Regulation 191/11 (Integrated Accessibility Standards)*

FINANCIAL IMPLICATIONS

35. It is not anticipated that there will be any significant financial implications associated with Staff Report CS009-19. The cost to convert the 14 official designated on-street parking space signs (as indicated on Schedule “B” of the draft by-law) from no parking to no stopping would be minimal and would be funded from the approved 2019 operating budget.

36. There may be some minor financial implications for property owners as it relates to adding additional accessible parking signage to unpaved required accessible parking space areas on their property.

COMMUNICATIONS

37. The draft staff report and by-law was reviewed for comments by staff in the Planning and Development Department because of the linkages with land use planning documents.

38. This staff report was distributed to Council, Media, and all Town staff and was published on the Town’s website in accordance with the Town’s Procedural By-law.

Prepared By: S. Stakiw
Chief By-Law Enforcement Officer
Ext. 252

Approved By: L. McDonald
Director of Corporate Services/Clerk
Ext. 243

Approved for Submission to General Committee By: J. Sisson
Chief Administrative Officer
Ext. 229
APPENDIX “A”

Draft - Designated Accessible Parking Space By-Law
A BY-LAW OF THE CORPORATION OF THE TOWN OF BRACEBRIDGE TO REGULATE AND CONTROL ON AND OFF STREET PARKING IN DESIGNATED ACCESSIBLE PARKING SPACES

WHEREAS Section 8 of the Municipal Act, S.O. 2001, (hereafter referred to as the “Act”) provides that the powers of a municipality under the Municipal Act or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality’s ability to respond to municipal issues;

AND WHEREAS Section 9 of the Act provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Municipal Act or any other Act;

AND WHEREAS Section 11 of the Act provides that a lower-tier municipality may pass by-laws respecting matters within its spheres of jurisdiction, including parking on highways:

AND WHEREAS pursuant to Section 63 of the Act, a municipality may provide for the removal and impounding or restraining and immobilizing of any object or vehicle placed, stopped, standing or parked on or near a highway in contravention of the by-law;

AND WHEREAS Section 425 of the Act allows for a municipality to pass by-laws providing that a person who contravenes a by-law of the municipality passed under the Act is guilty of an offence;

AND WHEREAS Section 426 of the Act prohibits a person from hindering or obstructing, or attempt to hinder or obstruct, any person who is exercising a power or performing a duty under the Act or a by-law under the Act;

AND WHEREAS, Section 427 of the Municipal Act provides that a by-law establishing a system of disabled parking shall provide that every person who contravenes the by-law is guilty of an offence and on conviction is liable to a fine of not less than $300;

AND WHEREAS Section 428 the Act provides that where a vehicle has been left parked, stopped or standing in contravention of a by-law passed under this Act, the owner of the vehicle is guilty of an offence, even though the owner was not the driver of the vehicle at the time of the contravention of the by-law, and is liable to the applicable fine unless, at the time of the offence, the vehicle was in the possession of another person without the owner’s consent;

AND WHEREAS Section 429 of the Act provides that a municipality may establish a system of fines for offences under a by-law or the municipality passed under the Act.

AND WHEREAS Section 432 of the Act provides that a by-law may establish a procedure for the voluntary payment of penalties out of court where it is alleged that any by-laws related to the parking or stopping of vehicles has been contravened;

AND WHEREAS Section 436(1) of the Act authorizes a municipality to enter upon land at any reasonable time for the purposes of carrying out an inspection to determine by-law compliance;
AND WHEREAS Section 170(15) of the Highway Traffic Act, R.S.O. 1990, c.H.8 provides that a police officer, police cadet, municipal law enforcement officer or an officer appointed for carrying out the provisions of this Act, upon discovery of any vehicle parked or standing in contravention of subsection (12) or a municipal by-law, may cause it to be moved or taken to and placed or stored in a suitable place and all costs and charges for removing, care and storage of the vehicle, if any, are a lien upon the vehicle, which may be enforced in the manner provided by the Repair and Storage Liens Act, R.S.O. 1990, c.R.25.

AND WHEREAS R.R.O. 1990, Regulation 581 (Accessible Parking for Persons with Disabilities) sets out the requirements for accessible parking signage size and content within the Province of Ontario;

AND WHEREAS Book 5 of the Ontario Traffic Manual sets out the required standards for disabled parking permit signage in Ontario;

AND WHEREAS The Corporation of the Town of Bracebridge supports accessibility standards throughout the municipality by authorizing the creation and enforcement of accessible parking spaces on highways and on municipal and private property for the exclusive use of vehicles displaying an accessible parking permit in accordance with the requirements of the Highway Traffic Act and the regulations made thereunder and this by-law;

AND WHEREAS by motion GC___-19, the Council of The Corporation of the Town of Bracebridge deems it expedient to pass such a by-law;

NOW THEREFORE, the Council of The Corporation of the Town of Bracebridge enacts as follows:

DEFINITIONS

1. In this by-law:

   1.1 Access aisle means a defined area adjacent to a designated space used as a staging or loading area for an accessible parking permit holder to access a motor vehicle that is parked within a designated space.

   1.2 Accessible Parking Permit means a permit or motor vehicle licence plate issued by the Province of Ontario or other jurisdiction authorizing the holder of the permit, or the operator of a motor vehicle in which the holder of the accessible parking permit is a passenger, to park a motor vehicle within a designated space.

   1.3 Designated Space means a parking space or area displaying an official sign restricting the parking or stopping within any portion of the parking space or area to a motor vehicle displaying a valid accessible parking permit and includes an access aisle.

   1.4 Emergency Vehicle means a vehicle owned and operated by the Ontario Provincial Police or other police agency, a paramedic service or a municipal fire department.

   1.5 Motor Vehicle includes an automobile, motorcycle, motor assisted bicycle and any other vehicle propelled or driven otherwise than by muscular power, but does not include a motorized snow vehicle, traction engine, farm tractor, self-propelled implement of husbandry or road building machine.

   1.6 Officer means a by-law enforcement officer or police officer appointed to enforce the by-laws of the Town.

   1.7 Official Sign means a sign meeting the requirements of R.R.O. 1990, Regulation 581 under the "Highway Traffic Act, R.S.O. 1990, c.H.8 used to formally establish and provide notice for a designated parking space.
1.8. **Park or Parked** means the halting of a vehicle whether occupied or not, except when halted temporarily for the purpose of and while actually engaged in loading or unloading merchandise or passengers.

1.9. **Paved** means surface treated and maintained with asphalt or concrete to provide a smooth and stable parking surface capable of being permanently demarcated with ground markings including lines and symbols.

1.10. **Required** means as required by the Town.

1.11. **Stop or Stopped** means the halting of a vehicle, even momentarily, whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the directions of a police officer, bylaw enforcement officer, traffic control person or traffic control device.

1.12. **Town** means The Corporation of the Town of Bracebridge.

1.13. **Unpaved** means a parking surface consisting of crushed gravel or other suitable aggregate material.

**DESIGNATED PARKING SPACES**

2. The owner of a property shall ensure that every required designated space located on their property is indicated with an official sign notifying motorists that parking or stopping within the parking space is restricted to motor vehicles displaying a valid accessible parking permit.

3. Every required designated space shall meet the following requirements and no property owner shall provide a required designated space in a manner that does not comply with the following:

3.1 Every required designated space shall be indicated by way of an official sign notifying motorists that parking or stopping within the parking space is restricted to motor vehicles displaying a valid accessible parking permit.

3.2 Every required paved designated space shall have an official sign that is placed adjacent to the parking space within its longitudinal limits in such a manner as to clearly indicate the individual designated space.

3.3 Every required unpaved designated space shall be indicated by official signs located at the exterior longitudinal border of the designated parking space area with arrows pointing inward toward the designated parking space area.

3.4 Every required designated space shall have an official sign that is permanently mounted at a height of between 1 metre and 2.5 metres as measured from the top of the curb or parking surface to the bottom of the sign or at such other height as approved by the Town.

3.5 Every official sign that is temporarily removed for any reason including but not limited to required work including snow removal, parking lot sweeping and maintenance or paving operations shall be immediately returned to the required location at the conclusion of the work.

4. The owner of a property with a paved parking surface shall ensure that the parking surface for every required designated space and access aisle on the property is maintained with permanent ground markings demarcating the perpendicular limits of the required designated space and access aisle.
5. No owner or operator of a parking lot or facility shall charge the operator of a motor vehicle parked within a designated space a parking fee that is greater than the parking fee for a non-designated space.

6. No owner or occupant of a property with one or more required designated spaces shall obstruct, or cause or permit the obstruction of any portion of a required designated space or official sign with snow accumulation, debris or any other obstacle or obstruction that would prevent the use of the designated space or visibility of the official sign. This section shall not apply to natural snowfall that adheres to the surface area of an official sign or to snow banks located on a highway resulting from Town roadway winter maintenance operations.

7. Required designated spaces on municipal highways within the Town of Bracebridge are contained on Schedule “A” of this by-law. The Director of Corporate Services/Clerk is authorized to present any housekeeping amendments to Schedule “A” of this by-law as required directly to Council when a designated space on a municipal highway is relocated, removed or added as recommended by the Director of Public Works or his/her delegate after consultation with the Bracebridge Accessibility Advisory Committee.

USE OF DESIGNATED SPACES AND EXEMPTIONS

8. No motor vehicle owner or operator shall stop a motor vehicle within any portion of a designated space located upon a highway or park a motor vehicle within any portion of a designated space not located on a highway:

8.1 Unless an original and valid accessible parking permit is clearly displayed on the sun visor or on the dashboard of the motor vehicle or on the licence plate of the motor vehicle in such a manner as to ensure that the international access symbol, permit number and expiry date are all clearly visible from the outside of the motor vehicle; and

8.2. Unless the displayed accessible parking permit or motor vehicle licence plate:

8.2.1. If issued to an individual, is being used by the individual to whom it was issued; or

8.2.2. If issued to an organization or corporation, is being used only when the motor vehicle is being used by the organization or corporation to provide transportation services to a person with a disability as defined under the Highway Traffic Act, R.S.O. 1990, c.H.8 and regulations thereunder.

8.3 Unless the motor vehicle is an emergency vehicle or other motor vehicle engaged in work that, in the opinion of the officer, requires the motor vehicle to be parked or stopped within a designated parking space while the work is being completed.

INSPECTION OF PERMIT

9. Every motor vehicle operator or passenger having possession of or displaying an accessible parking permit while parked in a designated space shall, upon demand by an officer, surrender the permit to the officer for inspection to ensure compliance with the provisions of the Highway Traffic Act, R.S.O. 1990, c.H.8 and regulations thereunder and this by-law.

10. An officer to whom an accessible parking permit has been surrendered for inspection may retain the permit if the officer has reasonable grounds to believe that the permit:

10.1 Was not issued in accordance with the Highway Traffic Act, R.S.O. 1990, c.H.8 or regulations thereunder;

10.2. Was obtained under false pretenses;
10.3. Has been defaced or altered;

10.4. Has expired or been cancelled; or

10.5. Is being used or has been used in contravention of the *Highway Traffic Act, R.S.O. 1990, c.H.8* or regulations thereunder or of this by-law.

**OTHER OFFENCES AND PENALTIES**

11. No person shall:

11.1 Use, display or have in his or her possession an accessible parking permit that is fictitious, altered or fraudulently obtained.

11.2. Use, display or have in his or her possession an accessible parking permit otherwise than in accordance with the *Highway Traffic Act, R.S.O. 1990, c.H.8* or regulations thereunder and this by-law.

11.3. Use, display or have in his or her possession, a photocopy or other reproductions of an accessible parking permit.

12. The operator of a vehicle, not being the owner, who has parked or stopped a vehicle in contravention of this by-law is guilty of an offence and shall be subject to a penalty in accordance with the *Provincial Offences Act, R.S.O. 1990 c. P.33*.

13. The owner of a vehicle parked or stopped in contravention of this by-law is guilty of an offence and shall be subject to a penalty in accordance with the *Provincial Offences Act, R.S.O. 1990, c. P.33* unless at the time the offence was committed, the vehicle was in the possession of a person other than the owner without the owner’s consent.

14. An officer may, upon discovery of any vehicle parked or left in contravention of this by-law, cause it to be moved or taken to and placed or stored in a suitable place and all costs and charges for removing, care and storage thereof, if any, are a lien upon the vehicle, which may be enforced in the manner provided by the *Repair and Storage Liens Act, R.S.O. 1990, c R.25*.

15. A person charged with a parking or stopping offence under this by-law may, within 21 days of the infraction date, pay a set fine amount in accordance with the set fine amount approved by the Ontario Court of Justice.

**ENTRY UPON PRIVATE PROPERTY**

16. An officer may enter upon private property at any reasonable time to inspect designated parking spaces and motor vehicles parked within designated parking spaces in order to determine compliance with this by-law.

**VALIDITY AND SEVERABILITY**

17. Every provision of this by-law is declared severable from the remainder and if any provision of this by-law shall be declared invalid by a court of competent jurisdiction, such declaration shall not affect the validity of the remainder of the by-law.

**FORCE AND EFFECT**

18. This by-law shall come into effect on the date the set fines are deemed to take effect by the Ontario Court of Justice.
REPEAL

19. On the date this by-law comes into force and effect, By-law 2007-020 and amendments thereto shall be repealed.

SHORT TITLE

20. This by-law may be cited as the “Accessible Parking Space By-Law”.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS ____ DAY OF ____ 2019.

_____________________________       _______________________________
Mayor, Graydon Smith                Director of Corporate Services/Clerk, Lori McDonald
## SCHEDULE “A”

### DESIGNATED SPACES ON MUNICIPAL HIGHWAYS

<table>
<thead>
<tr>
<th>Number of Designated Spaces</th>
<th>Street</th>
<th>Side</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Dominion Street</td>
<td>West</td>
<td>In front of #54 Dominion Street</td>
</tr>
<tr>
<td>2</td>
<td>Dominion Street</td>
<td>East</td>
<td>North and south sides of the accessible ramp to #3 Dominion Street</td>
</tr>
<tr>
<td>1</td>
<td>Ontario Street</td>
<td>North</td>
<td>First parking space west of Manitoba Street</td>
</tr>
<tr>
<td>2</td>
<td>Pine Street</td>
<td>East</td>
<td>North of Taylor Road adjacent to “Rotary Centennial Gardens”</td>
</tr>
<tr>
<td>2</td>
<td>Pine Street</td>
<td>East</td>
<td>Adjacent to entrance of 76 Pine Street</td>
</tr>
<tr>
<td>1</td>
<td>Manitoba Street</td>
<td>East</td>
<td>First space north of Anderson Lane in front of #37 Manitoba Street</td>
</tr>
<tr>
<td>1</td>
<td>Manitoba Street</td>
<td>East</td>
<td>First space north of Mary Street</td>
</tr>
<tr>
<td>1</td>
<td>Manitoba Street</td>
<td>East</td>
<td>In front of #169 Manitoba Street</td>
</tr>
<tr>
<td>1</td>
<td>Manitoba Street</td>
<td>East</td>
<td>First space north of entrance to #229 Manitoba Street</td>
</tr>
<tr>
<td>1</td>
<td>Manitoba Street</td>
<td>West</td>
<td>In front of #16 Manitoba Street</td>
</tr>
<tr>
<td>1</td>
<td>Manitoba Street</td>
<td>West</td>
<td>In front of #98 Manitoba Street</td>
</tr>
</tbody>
</table>
## SCHEDULE “B”

### SET FINE AMOUNTS  
Provincial Offences Act – Part II

<table>
<thead>
<tr>
<th>OFFENCE</th>
<th>SECTION</th>
<th>SET FINE AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Park/Stop within designated space without valid/properly displayed permit</td>
<td>8.1</td>
<td>$300.00</td>
</tr>
</tbody>
</table>

### SET FINE AMOUNTS  
Provincial Offences Act – Part I

<table>
<thead>
<tr>
<th>OFFENCE</th>
<th>SECTION</th>
<th>SET FINE AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner fail to provide official sign to indicate required designated space</td>
<td>2</td>
<td>$300.00</td>
</tr>
<tr>
<td>Owner fail to indicate required designated space with official sign</td>
<td>3.1</td>
<td>$300.00</td>
</tr>
<tr>
<td>Owner fail to place official sign within longitudinal limits of paved required designated space</td>
<td>3.2</td>
<td>$300.00</td>
</tr>
<tr>
<td>Owner fail to place official sign at each exterior longitudinal border of unpaved designated parking space area</td>
<td>3.3</td>
<td>$300.00</td>
</tr>
<tr>
<td>Owner fail to permanently mount official sign at required height</td>
<td>3.4</td>
<td>$300.00</td>
</tr>
<tr>
<td>Owner fail to replace official sign at required location</td>
<td>3.5</td>
<td>$300.00</td>
</tr>
<tr>
<td>Owner fail to permanently demarcate required paved designated space/access aisle with ground markings</td>
<td>4</td>
<td>$300.00</td>
</tr>
<tr>
<td>Owner/operator charge higher fee for use of designated space</td>
<td>5</td>
<td>$300.00</td>
</tr>
<tr>
<td>Owner/occupant fail to ensure required designated space/access aisle/official sign kept unobstructed</td>
<td>6</td>
<td>$300.00</td>
</tr>
<tr>
<td>Fail to surrender permit to officer for inspection</td>
<td>9</td>
<td>$300.00</td>
</tr>
<tr>
<td>Use or display fictitious/alterred/fraudulently obtained permit</td>
<td>11.1</td>
<td>$300.00</td>
</tr>
<tr>
<td>Use or display photocopied/reproduced permit</td>
<td>11.3</td>
<td>$300.00</td>
</tr>
</tbody>
</table>
APPENDIX “A”

Designated Accessible Space Requirements
APPENDIX “A”

ACCESSIBLE PARKING SPACE REQUIREMENTS
(PAVED SURFACES)

MANDATORY ACCESSIBLE SIGN TO MEET PROVINCIAL DESIGN STANDARDS (SEE DIAGRAM)

BOTTOM OF SIGN BETWEEN 1 - 2.5 METRES FROM GROUND LEVEL

ONE SIGN REQUIRED FOR EVERY ACCESSIBLE SPACE

PARKING SURFACE TO BE PAVED

OPTIONAL GROUND SIGN

1.5 METRES MINIMUM

6 METRES MINIMUM

ACCESSIBLE TO BE PAVED AND PERMANENTLY MARKED

SIGN SIZE AND CONTENT AS PER ONTARIO REGULATION 561.

PARKING SPACE LINES TO BE CLEAR AND PERMANENT

3.4 METRES MINIMUM

ACCESSIBLE PARKING SPACE REQUIREMENTS
(UNPAVED SURFACES)

SIGNS TO BE MINIMUM 3.4 METRES APART (SINGLE SPACE) ARROWS POINTING TOWARD SPACES

ACCESSIBLE PARKING AREA
ONE OR MORE PARKING SPACES

8 METRES MINIMUM

NOTES:
- DESIGNATED PARKING SPACES MUST BE KEPT OPEN AND ACCESSIBLE AT ALL TIMES
- OFFICIAL SIGNS TO BE UNOBTURSTED AND REPLACED IF REMOVED FOR SNOW REMOVAL OR PARKING LOT MAINTENANCE
- NUMBER OF REQUIRED ACCESSIBLE PARKING SPACES/ACCESS AISLES SPECIFIED IN COMPREHENSIVE ZONING BY-LAW

DISCLAIMER
INFORMATION IS PROVIDED AS REFERENCE ONLY. FOR LEGAL REQUIREMENT REFER TO BY-LAW REGULATIONS. NOT TO SCALE.
APPENDIX “B”

Memorandum to Accessibility Advisory Committee
TO: Committee Chair Councillor A. Buie and Members of Bracebridge Accessibility Advisory Committee

FROM: Scott Stakiw, Chief By-Law Enforcement Officer

DATE: February 4, 2019

SUBJECT: Draft “Designated Accessible Parking Space By-Law” – Recommendations

Staff in the By-Law Enforcement Branch of the Corporate Services Department have recently completed a comprehensive review of the current “Disabled Persons Parking By-Law 2007-020” and have created an updated (draft) “Designated Accessible Parking Space By-Law” to replace the current by-law. This updated by-law will be brought to General Committee in the near future for review and potential approval. Once the draft by-law has been approved by Bracebridge Council and the Province (Ontario Court of Justice), the existing by-law will be repealed and the new by-law will come into full force and effect.

The draft by-law contains several important changes intended to ensure that persons who possess a valid accessible parking permit (includes an accessible licence plate) are able to utilize the provided designated accessible parking spaces throughout the community on a year round basis. For reference purposes, a summary of these recommended (subject to Council and Provincial approval) by-law regulations and changes is attached to this memorandum as Appendix “A”. The Chief By-Law Enforcement Officer will attend the February AAC meeting to answer any questions that members may have regarding this memorandum or the updated by-law.

As members of the Bracebridge AAC are aware, there are a number of Provincial regulations that already regulate or control accessible parking issues throughout Ontario. Many of these regulations have been incorporated into the updated draft by-law. By incorporating many of these regulations into a municipal by-law, it provides the Town’s appointed by-law enforcement officers with the authority to enforce the regulations and ensure that compliance is being achieved. Currently, the only course of action available to the Town in some situations is to send a written request to a property owner to bring their property into compliance with the provincial accessibility regulations or guidelines.

The Town’s by-law enforcement officers spend a considerable amount of time proactively inspecting the numerous designated accessible parking spaces throughout Bracebridge (includes municipal and private property both on and off roadway) to ensure that only authorized vehicles (those properly displaying a valid accessible parking permit or plate) are parked within the spaces. In 2018, officers issued 82 parking tickets to vehicles observed to be illegally parking within an accessible parking space and seized a total of 10 accessible parking permits. By dedicating enforcement resources to monitoring and enforcing the designated accessible parking spaces throughout Bracebridge, officers are able to keep the unauthorized use of the spaces to a minimum. An important objective in the updated draft by-law is to provide by-law enforcement officers with the ability to ensure that the accessible parking spaces and required official signage and ground markings (defining the parking space limitations) are also adequately maintained and remain accessible throughout the year.

In addition to the updated draft by-law, there are specific provisions within the Town of Bracebridge Comprehensive Zoning By-Law 2016-088 (sections 5.3, 5.18 and 5.19) that regulate the number and size of required accessible parking spaces on a given property as well as the access aisle requirements for these required parking spaces. These zoning regulations will continue to be required and enforced by the Planning and Development Department on private and public property within the Town of Bracebridge.
Should the Accessibility Advisory Committee require any additional information on either the current Disabled Persons Parking By-Law or draft Accessible Parking Space By-Law, please contact the undersigned and I will attempt to respond with the relevant information.

S. Stakiw, Chief By-Law Enforcement Officer
### APPENDIX “A”

Summary of Current and Proposed By-Law Changes

<table>
<thead>
<tr>
<th>REGULATION OR REQUIREMENT</th>
<th>CURRENT DISABLED PERSONS PARKING BY-LAW</th>
<th>DRAFT DESIGNATED PARKING SPACE BY-LAW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Locations of required municipal designated (accessible) parking spaces</td>
<td>All designated spaces located on municipal property (both on and off-street) are required to be listed under the by-law in order to be deemed enforceable</td>
<td>Only designated spaces on a public road allowance (on-street) are required to be listed in the by-law in order to be deemed enforceable – not for those located on private or municipal property</td>
</tr>
<tr>
<td>Fees for parking in designated parking space</td>
<td>Cannot charge a higher fee for a designated parking space</td>
<td>No change proposed</td>
</tr>
<tr>
<td>Use of a designated parking space</td>
<td>Original valid permit must be properly displayed within a parked motor vehicle using designated space</td>
<td>Original valid accessible permit/plate must be properly displayed within a motor vehicle stopped or parked within a designated space (no stopping within a designated space located on a roadway – to prevent courier companies from using spaces for convenience)</td>
</tr>
<tr>
<td>Use of a designated parking space</td>
<td>Individual or corporation (for profit) able to use designated parking space with valid permit properly displayed</td>
<td>Individual, organization (not for profit) or corporation (for profit) able to use designated space with valid permit or licence plate properly displayed</td>
</tr>
<tr>
<td>Exemptions</td>
<td>No exemptions listed</td>
<td>Exemption for emergency vehicle or work vehicle when use of a designated space is required (officer discretion) for work purposes</td>
</tr>
<tr>
<td>Reasonable inspection of accessible parking permit</td>
<td>Person must surrender permit to officer for reasonable inspection upon demand</td>
<td>Person parked or stopped in a designated space must surrender permit to officer for inspection</td>
</tr>
<tr>
<td>Requirements for designated parking space signage layout and display</td>
<td>A designated parking space is to be distinctly indicated as required under the Highway Traffic Act and regulations</td>
<td>Every individual designated parking space must have an official sign and be displayed as required under Regulation 581 and the by-law</td>
</tr>
<tr>
<td>Access to a designated parking space</td>
<td>No requirement to ensure that a designated space remains accessible to vehicles</td>
<td>Every required designated parking space to be kept clear of snow accumulation and debris, obstruction or obstacle</td>
</tr>
<tr>
<td>Parking violation</td>
<td>Vehicle parked in accessible space</td>
<td>Vehicle stopped or parked within any portion of accessible parking space</td>
</tr>
</tbody>
</table>
### REGULATION OR REQUIREMENT

<table>
<thead>
<tr>
<th>REGULATION OR REQUIREMENT</th>
<th>CURRENT DISABLED PERSONS PARKING BY-LAW</th>
<th>DRAFT DESIGNATED PARKING SPACE BY-LAW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signage removal and replacement</td>
<td>No regulation</td>
<td>If official sign is removed to conduct parking lot maintenance, it must be immediately replaced upon completion of the work</td>
</tr>
<tr>
<td>Ground surface requirements for designated parking spaces and access aisles</td>
<td>No regulation found in either the “Disabled Persons Parking By-Law” or the “Comprehensive Zoning By-Law” for surface treatment of the parking spaces</td>
<td>The surface area for all designated parking spaces and access aisles must be paved (defined) and have ground markings to show the limitations of the area</td>
</tr>
<tr>
<td>Changes made to the locations of required designated parking spaces on municipal property</td>
<td>A by-law amendment must be approved by Council for both on and off street designated parking spaces on municipal property – time consuming process requiring a staff report to be completed and General Committee and Council approvals</td>
<td>Changes to on-street designated parking space inventory and/or locations may be brought directly to Council for approval by Director of Corporate Services/Clerk. Off-street designated parking spaces on municipal property are not required to be listed within the by-law (same as on private property).</td>
</tr>
<tr>
<td>Legal actions available to officer for non-compliance under the by-law</td>
<td>Parking ticket may be issued to a vehicle found to be illegally parked.</td>
<td>Parking ticket may be issued to a vehicle found to be illegally parked or stopped. Part I Provincial Offence Notice (PON) may be issued to a property owner or person for non-parking or stopping related offences.</td>
</tr>
<tr>
<td>Entry upon private property</td>
<td>By-Law does not specifically provide this authority although authority conferred to officers under provincial legislation</td>
<td>By-Law specifically permits an officer to enter upon private property at reasonable times to inspect designated spaces and vehicles using designated spaces</td>
</tr>
<tr>
<td>Fine amounts</td>
<td>$300 parking fine (ticket) for parking offences</td>
<td>Proposed $300 parking fine (ticket) for parking and stopping offences and $300 fine (PON) for remaining (non-parking or stopping) offences</td>
</tr>
<tr>
<td>Limits of designated accessible parking space</td>
<td>Includes the actual designated parking space as defined (although difficult to determine if surface not paved and painted)</td>
<td>Includes the actual designated parking space and access aisle as defined</td>
</tr>
<tr>
<td>Diagram of designated parking space requirements</td>
<td>No diagram included in the by-law</td>
<td>Diagram attached to by-law for reference purposes only (not part of the by-law)</td>
</tr>
</tbody>
</table>

---

1. As yet to be confirmed – pending staff review and budget implications
TO: Councillor, C. Wilson, Chair and Members of General Committee
FROM: L. McDonald, Director of Corporate Services/Clerk
SUBJECT: Integrity Commissioner Annual Report (Code of Conduct)

RECOMMENDATION

1. That Staff Report CS012-19 regarding the Integrity Commissioner Annual Report (Code of Conduct) be received for information purposes.

ORIGIN


3. While at that time, the adoption of a Code of Conduct and appointment of an Integrity Commissioner were discretionary, Bill 68 amendments to the Municipal Act, 2001, effective March 1, 2019, require that municipalities establish a Code of Conduct for members of Council and certain local boards and either appoint an Integrity Commissioner directly or make arrangements for all of the responsibilities of the Integrity Commissioner to be provided by a Commissioner of another municipality.

4. As part of a joint Request for Proposals, Council appointed Robert J. Swayze to act as the Town’s Integrity Commissioner on April 5, 2017 (By-law 2017-020). The term of the Town’s agreement with Mr. Swayze is for four (4) years ending on April 30, 2021.

5. The Town of Huntsville and the Township of Lake of Bays appointed Mr. Swayze during the same time period as part of the same RFP process. Staff anticipates following a similar RFP process in late 2020/early 2021 for the provision of these services.

6. Council ratified motion 18-GC-119 on May 9, 2018 to authorize a number of amendments to the Council Code of Conduct in accordance with the Bill 68 amendments to the Municipal Act, 2001 and some additional changes recommended by Mr. Swayze. A number of changes were implemented immediately, while a number of others were approved to take effect on March 1, 2019.

7. On January 7, 2019, the Councils and senior staff of the Town of Bracebridge, Town of Huntsville, Township of Lake of Bays and Township of Muskoka Lakes attended a joint Council Meeting to receive a presentation by Mr. Swayze on Codes of Conduct and the new Municipal Act, 2001, provisions related to the Conflict of Interest Act.

8. This staff report has been prepared to provide an annual report on the activities of the Integrity Commissioner in accordance with Section 30 of the Town of Bracebridge Council Code of Conduct.

ANALYSIS

9. The Integrity Commissioner received two (2) enquiries over the course of 2018. As neither of these enquiries were related to the Council Code of Conduct, they were redirected to the Town for appropriate action and response.
10. While the Council Code of Conduct (Section 30) indicates that the Integrity Commissioner shall provide an annual report to Council, given that no activity has occurred in 2018, the Town’s Integrity Commissioner advises that there is no report to provide up to and including December 31, 2018.

11. Staff will continue to monitor the services of the Integrity Commissioner and, given the expanded responsibilities under the Bill 68 amendments to the Municipal Act, 2001, report to Committee if required.

12. With the implementation of the additional amendments to the Code of Conduct on March 1, 2019, together with the start-up of the new Advisory and Statutory Committees for the 2018-2022 Term of Council, staff will be providing an update memo to Council and its Committees and attending committee meetings to answer any questions of the Members.

LINKAGE TO COMMUNITY BASED STRATEGIC PLAN

13. Annual reports by the Integrity Commissioner is well aligned with the strategic theme(s):

<table>
<thead>
<tr>
<th>strategic theme(s):</th>
<th>Continually strive to improve efficiency and accountability in governance.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Encourage civic engagement as a means to foster a strong and transparent relationship between the Town and community.</td>
</tr>
<tr>
<td></td>
<td>Commit to partnering and working with outside organizations to leverage efforts with the community.</td>
</tr>
</tbody>
</table>

14. Independent Integrity Commissioner services demonstrates a greater degree of accountable, transparent and ethical decision making at the local level of government.

LINKAGE TO COUNCIL PRIORITIES

15. Annual reports from the Town’s Integrity Commissioner supports Continuous Improvement which has been identified by Council as a 2018-2022 priority area.

ALTERNATIVE(S)

16. As this report is for information purposes only, there are no alternatives presented for Committee consideration.

EXISTING POLICY

17. Council Code of Conduct
18. Municipal Act, 2001
19. Municipal Conflict of Interest Act

FINANCIAL IMPLICATIONS

20. Costs related to Integrity Commissioner activities are captured within the service contract, and were included in the draft approved 2019 Municipal Budget and Business Plan.
COMMUNICATIONS

21. This staff report was distributed to Council, Media, and all Town staff and was published on the Town’s website in accordance with the Town’s Procedural By-law.

Prepared By: T. Arbuckle
Deputy Clerk
Ext. 247

Prepared and Approved By: L. McDonald
Director of Corporate Services/Clerk
Ext. 243

Approved for Submission to General Committee By: J. Sisson
Chief Administrative Officer
Ext. 229
TO: Councillor C. Wilson, Chair and Members of General Committee

FROM: S. Rettie, Director of Finance/Treasurer

SUBJECT: 2018 Investment Activity

RECOMMENDATION

1. That Staff Report FN004-19, regarding investment activity for 2018, be received for information purposes.

ORIGIN

2. Section 418 of the Municipal Act, 2001 provides authority for a municipality to invest in prescribed securities, money that it does not require immediately. The prescribed securities are outlined in Ontario Regulation 438/97.

3. Ontario Regulation 438/97 requires that, prior to investing in prescribed securities, the Council of a municipality adopt a statement of the municipality’s investment policies and goals. In accordance with the Regulation, on September 3, 2014, Council ratified motion 14-GC-201 as follows:

“That the Investment Policy TOB-2014-002, attached as Appendix “A” to Staff Report FN021-14 be approved.”

4. The Town’s Investment Policy provides guidelines that focus on five key investment criteria:
   • adherence to statutory requirements
   • preservation of capital
   • maintaining adequate liquidity
   • investment diversification
   • maximizing yield

5. Subsection 8(1) of Ontario Regulation 438/97 states that if a municipality has an investment in a security prescribed under the Regulation, the council of the municipality shall require the treasurer to prepare and provide an investment report each year.

6. On February 14, 2018, Council ratified motion 18-GC-039 as follows:

“That Staff Report FN003-18 regarding investment activity for 2017 be received for information purposes.”

7. This staff report has been prepared to provide details related to the Town’s investment activity in 2018 in accordance with subsection 8(1) of Ontario Regulation 438/97.

ANALYSIS

One Investment Program

8. In accordance with Investment Policy TOB-2014-002, the Town of Bracebridge is participating in the One Investment Program. The Program is a co-mingled investment program available to Ontario municipalities and the broader Ontario public sector.
9. Established in 1993, the One Investment Program is operated by the Local Authority Service (LAS), which is a corporation of the Association of Municipalities of Ontario (AMO), and CHUMS, which is a wholly owned subsidiary of the Municipal Finance Officers’ Association (MFOA).

10. Oversight of the One Investment Program and the Program’s professional portfolio managers is provided by the LAS and MFOA Boards of Directors, as well as the Program’s Peer Advisory Committee, consisting of municipal finance professionals, and the Investment Advisory Committee, consisting of investment and legal sector representatives.

11. The One Investment Program currently offers five investment options to suit the various risk and liquidity profiles established by investors. The five investment options are classified as follows:

   11.1. High Interest Savings Account (Short-Term)
   11.2. Money Market Portfolio (Short-Term)
   11.3. Bond Portfolio (Short- to Medium-Term)
   11.4. Universe Corporate Bond Portfolio (Medium- to Long-Term)
   11.5. Canadian Equity Portfolio (Long-Term)

12. At December 31, 2018, the One Investment Program had investment balances totaling $1.96 billion on behalf of 165 Ontario municipalities and broader Ontario public sector investors that participate in the One Investment Program.

13. The Town’s 2018 investment earnings consist of the Town’s High Interest Savings Account (HISA), Bond Portfolio and Universe Corporate Bond (UCB) Portfolio as part of the One Investment Program, as well as general bank account interest earned on the Town’s various bank accounts.

14. 2018 investment activity for the Town of Bracebridge, reported at market value, is summarized in Table 1 below:

   Table 1: 2018 Investment Activity for the Town of Bracebridge

<table>
<thead>
<tr>
<th>Activity</th>
<th>High Interest Savings Account</th>
<th>Bond Portfolio</th>
<th>Universal Corporate Bond Portfolio</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening balance</td>
<td>$8,070,755</td>
<td>$1,031,211</td>
<td>$2,043,019</td>
<td>$11,144,985</td>
</tr>
<tr>
<td>Additions</td>
<td>$4,000,000</td>
<td>-</td>
<td>-</td>
<td>$4,000,000</td>
</tr>
<tr>
<td>Transfers</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Redemptions</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Earnings (accrued)</td>
<td>$195,046</td>
<td>$15,585</td>
<td>$23,598</td>
<td>$234,229</td>
</tr>
<tr>
<td>Closing balance</td>
<td>$12,265,801</td>
<td>$1,046,796</td>
<td>$2,066,617</td>
<td>$15,379,214</td>
</tr>
<tr>
<td>Annualized return</td>
<td>2.07%</td>
<td>1.51%</td>
<td>1.16%</td>
<td>1.87%</td>
</tr>
</tbody>
</table>
15. HISA is a pooled savings account available to all participants in the One Investment Program. The interest earning structure is tiered with incremental increases at each balance threshold. While maintaining the liquidity of a normal savings account, the aggregate balance allows participants to earn higher interest rates than would otherwise be available on their own balances.

16. On May 4, 2018 and November 1, 2018, the Town invested an additional $1,000,000 and $3,000,000 respectively into the HISA upon completing a detailed review of the Town’s near-term cash flow requirements. At December 31, 2018, the Town’s HISA balance was $12,240,700, plus accrued December interest of $25,101 that was not deposited until after year end. The total interest earnings of $195,046 equates to an annualized return of 2.07%. The HISA saw multiple rate increases in 2018 due to rising Bank of Canada rates and increased interest in the product. The HISA is currently earning 2.415%.

17. The Bond Portfolio contains a diversified selection of federal, provincial and municipal bonds, as well as high quality bank paper. The Town’s 2018 opening balance in the Bond Portfolio was $1,031,211. At December 31, 2018, the Town’s market value in the Bond Portfolio was $1,046,796. This increase of $15,585 equates to an annualized gain of 1.51% for 2018.

18. The UCB Portfolio contains moderately diversified, highly rated corporate bonds. The Town’s 2018 opening balance in the UCB Portfolio was $2,043,019. At December 31, 2018, the Town’s market value in the UCB Portfolio was $2,066,617. This increase of $23,598 equates to an annualized increase of 1.16% for 2018.

19. It is important to note that in a rising interest rate environment, as has been experienced over the past several months, bond portfolio managers ensure long term earnings by disposing of lesser valued bonds incurring small, short-term losses and securing new, higher valued bonds. This explains the limited gains experienced in the Bond and UCB Portfolios in 2018.

20. For this reason, among others, an adequately diversified investment strategy allows the investor to keep the money in place and not have to realize losses while the portfolio managers secure the longer-term earnings that may be realized when the interest rate environment stabilizes.

21. Overall, the Town’s participation in One Investment Program products has resulted in an annualized return of $234,229 or 1.87% for 2018.

22. The Town has not participated in the One Investment Program Money Market Portfolio as yields have continually been lower than that earned on other short-term investment instruments (HISA, Bank).

23. The Town has also not invested in the One Investment Program Canadian Equity Portfolio for the following reasons:

23.1. Investment restrictions contained in Ontario Regulation 438/97, in the opinion of staff, do not allow for adequate diversification of the portfolio to comply with the Town’s Investment Policy; and

23.2. The Town’s planned use of reserves does not allow for a long enough time horizon to absorb risks inherent in near-term market fluctuations.

24. The Town of Bracebridge continues to be directly involved in oversight of the One Investment Program as a result of the Director of Finance/Treasurer’s invited membership on the Program’s Peer Advisory Committee.
25. Involvement in the Peer Advisory Committee helps to ensure that the Director of Finance/Treasurer is fully updated on all relevant information related to One Investment Program activities and current municipal investment trends and activities.

Bank Accounts

26. In addition to amounts invested in the One Investment Program, the Town earns competitive interest rates on its general bank account balances when compared to other low risk, fully liquid investment instruments. Interest on the Town’s bank accounts is earned at the Bank of Canada Overnight Target Rate plus 0.550%.

27. Interest earnings are calculated on daily balances and applied to the various Town bank accounts on a monthly basis. Total interest earnings from the Town’s various bank accounts equated to $130,605 for 2018.

28. The Bank of Canada made three changes to its Overnight Target Rate in 2018. The three different Overnight Target Rates and resulting Town Interest Rates are outlined in Table 2 below:

<table>
<thead>
<tr>
<th>2018 Date Range</th>
<th>Overnight Target Rate</th>
<th>Town Interest Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>1.00%</td>
<td>1.55%</td>
</tr>
<tr>
<td>February through July</td>
<td>1.25%</td>
<td>1.80%</td>
</tr>
<tr>
<td>August through October</td>
<td>1.50%</td>
<td>2.05%</td>
</tr>
<tr>
<td>October through December</td>
<td>1.75%</td>
<td>2.30%</td>
</tr>
</tbody>
</table>

Summary

29. In total, investment earnings for 2018 were $364,834. This reflects investment earnings from both the One Investment Program and through the Town’s general bank accounts. Of the total, $320,284 has been allocated to general revenues and $44,550 has been allocated to obligatory reserves (Development Charges, Federal Gas Tax, Parkland Dedication, etc.), as required by legislation and executed funding agreements.

30. At December 31, 2018, investment instruments held by the Town of Bracebridge included:

30.1. High Interest Savings Account (One Investment Program)

30.2. Bond Portfolio (One Investment Program)

30.3. Universe Corporate Bond Portfolio (One Investment Program)


31. Staff have confirmed that all investments held by the Town throughout 2018 were done so in accordance with the goals of the Investment Policy as approved by Council.
32. Staff will continue to implement a comprehensive approach to investment activity, including utilization of a range of investment instruments administered by the Local Authority Services Limited (LAS) and CHUMS Financing Corporation, as permitted by Ontario Regulation 438/97.

33. Since the Town implemented the Investment Policy in 2014, investment and interest earnings have resulted in increasing non-tax revenue for the Town, as summarized in Table 3 below:

<table>
<thead>
<tr>
<th>Year</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investment Earnings</td>
<td>$121,859</td>
<td>$99,895</td>
<td>$155,873</td>
<td>$364,834</td>
</tr>
</tbody>
</table>

**Table 3: Annual Investment and Interest Earnings**

34. As part of the *Modernizing Ontario’s Municipal Legislation Act, 2017*, the Province has introduced broader investment powers for municipalities through the addition of Section 418.1 (Prudent Investment) to the *Municipal Act, 2001*.

35. Participation under the Prudent Investor Standard significantly opens up what has been an extremely restricted pool of eligible investments. The new Standard allows for adequate diversification to adequately protect against risk while earning higher investment yields.

36. Restrictions contained in the new section prohibit the Town from investing as a Prudent Investor on its own. In order for a municipality to participate as a Prudent Investor, it must have at least $100 million in money and investments that it does not require immediately or $50 million in net financial assets, as reported on the municipality’s latest Financial Information Return. Bracebridge, like most small municipalities in Ontario, does not meet either of these criteria.

37. The new section and related regulation does, however, allow for Joint Investment Boards to be established in order to meet the restrictions to be an eligible investor under the Act.

38. Utilizing the Joint Investment Board provision, the One Investment Program has been working to develop a program and establish a Joint Investment Board that could be appointed by smaller municipalities in order to benefit from participation as a Prudent Investor.

39. Since the Joint Investment Board would be considered a Municipal Service Board under the Act, the One Investment Program, not being a municipality, cannot establish the Joint Investment Board on its own. Therefore, staff from LAS and MFOA are meeting with municipalities that have expressed interest in becoming founding members of the Joint Investment Board.

40. The draft 2019 Municipal Budget and Business Plan, which is anticipated to be adopted on February 27, 2019, contains Project FN-03, as follows:

<table>
<thead>
<tr>
<th>Project FN-03: Investment Policy Update</th>
<th>Primary Strategic Plan Linkage:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update the Town’s Investment Policy to allow for participation in Prudent Investment under Ontario Regulation 438/97. Lead – Director of Finance/Treasurer</td>
<td>2019 Budget impact – nil; expected completion – Q3</td>
</tr>
</tbody>
</table>
41. As part of the scope of Project FN-03, staff will be completing an analysis and providing recommendations related to the Town’s participation as a Prudent Investor.

LINKAGE TO COMMUNITY-BASED STRATEGIC PLAN

42. Annual reporting of investment activity for the Town of Bracebridge is well aligned with strategic themes:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CREATIVE &amp; CONSIDERATE PLANNING</td>
<td>Recognize the importance of the Town’s decisions in shaping the future of the community.</td>
</tr>
<tr>
<td>GOVERNANCE &amp; CIVIC ENGAGEMENT</td>
<td>Continually strive to improve efficiency and accountability in governance. Commit to partnering and working with outside organizations to leverage efforts with the community.</td>
</tr>
</tbody>
</table>

43. The Town’s investment activity forms an important source of non-tax revenue from funds that are held by the Town for future requirements, which supports future infrastructure needs and efficient delivery of services.

LINKAGE TO COUNCIL PRIORITIES

44. Providing information related to the Town’s investment activity is a legislated requirement that supports the second ranked priority, "keep taxes reasonable", which was identified as part of Council’s 2018-2022 priorities.

ALTERNATIVE(S)

45. As the report is provided for information purposes, no alternatives have been presented.

EXISTING POLICY


47. Ontario Regulation 438/97.


FINANCIAL IMPLICATIONS

49. Investment earnings for 2018 totaled $364,834. Of the total, $44,550 was allocated to obligatory reserves, as required by legislation. The remaining $320,284 formed part of the Town’s general revenues for 2018.

50. 2018 investment earnings have increased by 134% over 2017. The increase relates to several factors including: investment of debenture proceeds issued in late 2017; heavier allocation of cash into the HISA based on operating cash flow requirements; and increasing reference interest rates established by the Bank of Canada.
COMMUNICATIONS

51. This staff report was distributed to Council, Media, and all Town staff and was published on the Town’s website in accordance with the Town’s Procedural By-law.

Prepared and Approved by:

S. Rettie, CPA, CMA
Director of Finance/Treasurer
Ext. 262

Approved for Submission to General Committee By:

J. Sisson
Chief Administrative Officer
Ext. 229
TO: Councillor C. Wilson, Chair and Members of General Committee

FROM: S. Rettie, Director of Finance/Treasurer
       A. Charbonneau, Manager of Accounting/Deputy Treasurer

SUBJECT: 2018 Development Charges Reserve Fund Statement

RECOMMENDATION

1. That the Development Charges Reserve Fund Statement for the year ended December 31, 2018, as contained in Appendix “A” to Staff Report FN005-19, be received for information purposes.

ORIGIN

2. The Development Charges Act, 1997 (the "Act") requires that Development Charge collections, and interest earned on those collections, be placed in a separate reserve fund.

3. Development Charges may only be spent on eligible expenditures as determined through the Development Charges Background Study, in accordance with the Town’s Development Charges By-Law.

4. Amounts collected are held in the appropriate reserve fund and accumulate interest. The reserve fund is segregated into designated service categories as established in the Town’s Development Charges By-Law. The designated services include: Fire; Library; Parks & Recreation; Public Works: Buildings & Fleet; General Government; and Roads & Related.

5. In accordance with the Act, the Treasurer of the municipality is required to provide Council with an annual financial statement reflecting the activity of the Development Charges Reserve Fund. The Town’s Development Charges By-Law requires that the annual financial statement be delivered to Council by March 31st of the following year.

6. On March 7, 2018, Council ratified motion 18-GC-056 as follows:

   “That the Development Charges Reserve Fund Statement for the year ended December 31, 2017, as contained in Appendix “A” to Staff Report FN005-18, be received for information purposes.”

7. Additionally, in regard to annual indexing of Development Charges, Council ratified motion 18-GC-272 as follows:

   “That, notwithstanding annual indexing provisions contained in Section 28 of By-Law 2014-051, the Town of Bracebridge Development Charges for 2019 be maintained at the 2018 rates.”

8. As 2019 Development Charge Indexing has already been addressed, this Staff Report focuses solely on the legislated reporting requirements.

9. This staff report has been prepared to provide information related to Development Charges transactions for 2018 in accordance with the financial reporting requirements contained in the Development Charges Act, 1997.
ANALYSIS

10. Development Charges are collected for the purposes of financing new and capacity expanding infrastructure required to facilitate growth in a municipality. Project eligibility is determined during the required Development Charges Background Study.

11. Upon calculating growth related capital requirements, all service categories are subject to a mandatory 10% discount unless specifically provided for in the Act. Services that are not subject to the mandatory discount include:

11.1. Water supply services, including distribution and treatment services;
11.2. Waste water services, including sewers and treatment services;
11.3. Storm water drainage and control services;
11.4. Services related to a highway as defined in subsection 1(1) of the Municipal Act, 2001 or subsection 3(1) of the City of Toronto Act, 2006;
11.5. Electrical power services;
11.6. Police services;
11.7. Fire protection services;
11.8. Toronto-York subway extension;
11.9. Transit services other than the Toronto-York subway extension; and
11.10. Other services as prescribed.

12. All Development Charges were collected and allocated to the reserve fund in 2018 in accordance with the proportionate allocation methodology contained in By-Law 2014-051, with subsequent amendments contained in By-Law 2014-074.

13. Appendix “A” provides a summary of financial activity of the Development Charges Reserve Fund for the year ended December 31, 2018, separated by service category. Inflows consist of contributions from developers, collected at the time the building permit is issued, plus interest earned in the fiscal year. There were no outflow activities in 2018 in accordance with approved budget allocations contained in the 2018 Municipal Budget and Business Plan.

14. The opening balance of the Development Charges Reserve Fund at January 1, 2018 was $1,444,387. The closing balance at December 31, 2018 was $1,960,969.

Development Charges Collected

15. 2018 Residential Development Charges totaled $454,740. The proceeds were collected on permits for 129 residential housing units.

16. 2018 Non-Residential Development Charges totaled $25,003. The proceeds were collected on permits for Park Model Trailers. Park Model Trailers are the only form of non-residential construction that is subject to Development Charges under By-Law 2014-051 and By-Law 2014-074.
Investment Income

17. Investment income is proportionately allocated to the Development Charges Reserve Fund based on the average balance held in the Fund for the fiscal year. Investment income allocated for 2018 equaled $36,840.

Development Charges Used

18. Development Charges are used in funding projects that are identified in the Town’s Municipal Budget and Business Plan and the Development Charges Background Study.

19. Due to the changes resulting from the Smart Growth for Our Communities Act, 2015, Appendix “A” also requires reporting on the manner in which projects that were partially funded by Development Charges will have the remaining component of the capital cost funded. However, as there were no projects funded by Development Charges in 2018, the section is not applicable for the purposes of this report.


20. In accordance with motion 18-PD-088, staff have engaged Hemson Consulting Ltd. to complete a Development Charges Background Study and develop a draft Development Charges By-law for consideration by Council prior to the expiry of the existing by-law in July.

LINKAGE TO COMMUNITY-BASED STRATEGIC PLAN

21. The collection and use of Development Charges is well aligned with strategic theme:

<table>
<thead>
<tr>
<th>Strategic Theme</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modern &amp; Prosperous Economy</td>
<td>Develop and engage in policies and initiatives to enhance Bracebridge as a service community for the surrounding areas. Recognize the importance of Town decisions in attracting and retaining talent.</td>
</tr>
<tr>
<td>Creative &amp; Considerate Planning</td>
<td>Recognize the importance of the Town’s decisions in shaping the future of the community. Ensure that the Town’s planning practices, policies and processes encourage responsible growth and development that aligns with the community’s identity and heritage. Focus on specific areas highlighted as priorities, including, development of options to support the diversification and affordability of housing options to meet the needs of the entire community.</td>
</tr>
<tr>
<td>Governance &amp; Civic Engagement</td>
<td>Continually strive to improve efficiency and accountability in governance.</td>
</tr>
</tbody>
</table>
22. Receiving an annual financial statement for the collection and use of Development Charges provides Council with important information about funding availability when making decisions about capital infrastructure related to growth.

LINKAGE TO COUNCIL PRIORITIES

23. The annual Development Charges statement is a legislated requirement that was not specifically identified by Council when determining 2018-2022 priorities.

ALTERNATIVE(S)

24. As this report is for information purposes only, no alternatives are presented.

EXISTING POLICY


FINANCIAL IMPLICATIONS

28. Where applicable, allocations from the Development Charges Reserve Fund to finance projects are approved by Council through the annual Municipal Budget and Business Plan development process.

COMMUNICATIONS

29. Due to the changes resulting from the Smart Growth for Our Communities Act, 2015, a copy of this staff report will now only be provided to the Minister of Municipal Affairs and Housing upon request. Prior to the legislative changes, providing the Minister with a copy of the Treasurer’s statement was mandatory each year.

30. This staff report was distributed to Council, Media, and all Town staff and was published on the Town’s website in accordance with the Town’s Procedural By-law.
APPENDIX “A”

2018 Development Charges Reserve Funds Statement

### Town of Bracebridge

**Development Charges Reserve Funds Statement (unaudited)**

**For the Year Ended December 31, 2018**

<table>
<thead>
<tr>
<th></th>
<th>Fire Services (100%)</th>
<th>Library Services (90%)</th>
<th>Parks &amp; Recreation (90%)</th>
<th>Public Works: Building &amp; Fleet (90%)</th>
<th>General Government (90%)</th>
<th>Roads &amp; Related (100%)</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Balance - January 1, 2018</strong></td>
<td>47,439.96</td>
<td>169,543.91</td>
<td>910,834.42</td>
<td>22,403.69</td>
<td>17,577.59</td>
<td>276,587.28</td>
<td>1,444,386.86</td>
</tr>
<tr>
<td><strong>Add:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>By-Law 2014-051, 2014-074</td>
<td>28,557.67</td>
<td>42,654.61</td>
<td>272,389.26</td>
<td>45.47</td>
<td>6,957.52</td>
<td>104,135.46</td>
<td>454,740.00</td>
</tr>
<tr>
<td>Residential fees collected</td>
<td>4,737.99</td>
<td>-</td>
<td>22,901.57</td>
<td>490.64</td>
<td>474.86</td>
<td>7,395.85</td>
<td>36,839.63</td>
</tr>
<tr>
<td>Non-Residential fees collected</td>
<td>1,401.79</td>
<td>4,174.91</td>
<td>22,901.57</td>
<td>490.64</td>
<td>474.86</td>
<td>7,395.85</td>
<td>36,839.63</td>
</tr>
<tr>
<td>Investment income</td>
<td>34,697.45</td>
<td>46,829.52</td>
<td>295,290.83</td>
<td>546.12</td>
<td>8,740.02</td>
<td>130,478.29</td>
<td>516,582.23</td>
</tr>
<tr>
<td><strong>Sub-total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance - December 31, 2018</td>
<td>82,137.41</td>
<td>216,373.44</td>
<td>1,206,125.26</td>
<td>22,949.81</td>
<td>26,317.61</td>
<td>407,065.57</td>
<td>1,960,969.09</td>
</tr>
</tbody>
</table>

**Note:** All growth related capital cost requirements identified in the Town's Background Study are subject to a mandatory 10% reduction, with the exception of Fire Services and Roads & Related, in accordance with the *Development Charges Act, 1997*. 
TO: Councillor C. Wilson, Chair and Members of General Committee
FROM: S. Rettie, Director of Finance/Treasurer
A. Charbonneau, Manager of Accounting/Deputy Treasurer
SUBJECT: 2018 Payment In Lieu of Parkland Reserve Fund Statement

RECOMMENDATION

1. That the Payment In Lieu of Parkland Reserve Fund Statement for the year ended December 31, 2018, as contained in Appendix “A” to Staff Report FN006-19, be received for information purposes.

ORIGIN

2. The Planning Act, 1990 requires that payments received in lieu of parkland, and interest earned on those payments, be placed in a separate reserve fund.

3. In accordance with the Planning Act, 1990, all money received as payment in lieu of parkland shall be spent only for the acquisitions of land to be used for park or other public recreational purposes, including erection, improvement or repair of buildings and the acquisition of machinery for park or other public recreational purposes.

4. The Smart Growth for Our Communities Act, 2015 (Bill 73), received Royal Assent on December 3, 2015, which made a number of amendments to the Development Charges Act, 1997 and the Planning Act, 1990. The amendments included enhanced financial reporting requirements.

5. In accordance with the amended legislation, the Treasurer of the municipality is now required to provide Council with an annual financial statement reflecting the activity of the Payment In Lieu of Parkland Reserve Fund (Parkland Reserve).

6. This staff report has been prepared to provide information related to Payment In Lieu of Parkland transactions for 2018 in accordance with the Planning Act, 1990.

ANALYSIS

7. All Payments In Lieu of Parkland are collected in accordance with By-Law 2005-066, being a By-Law to adopt a policy on the dedication of parkland or alternatively, cash-in-lieu of parkland.

8. Payments In Lieu of Parkland are collected when lots are created or property use is intensified and the transfer of physical parkland is not feasible or appropriate. Feasibility and appropriateness for parkland transfer is determined on a case-by-case basis following guidelines set out in the Town’s Official Plan and with input from the Planning and Development Department and the Public Works Department.

9. Appendix “A” provides a summary of financial activity in the Parkland Reserve for the year ended December 31, 2018. Inflows consist of contributions from property owners in accordance with By-Law 2005-066, plus interest earned in the fiscal year. Outflows are in accordance with approved budget allocations contained in the Municipal Budget and Business Plan.

10. The opening balance of the Parkland Reserve at January 1, 2018 was $37,690. The closing balance at December 31, 2018 was $59,531.
Payments In Lieu of Parkland Collected

11. The calculation methodology for Payments In Lieu of Parkland is set out in By-Law 2005-066. Although there are various considerations in establishing the Payment, generally, payments are calculated at 2% of non-residential property value determined at the time of severance, and at a flat rate for residential property, which increases by 5% annually. The 2019 residential rates are $1,414 for rural lots and $1,887 for urban lots.

12. 2018 Payments In Lieu of Parkland totaled $20,789. The proceeds were collected as a result of 16 lot creations resulting in intensified use of the properties.

Investment Income

13. Investment income is proportionately allocated to the Parkland Reserve based on the average balance held in the Fund for the fiscal year. Investment income allocated for 2018 equaled $1,052.

Payments In Lieu of Parkland Used

14. The Parkland Reserve is used in funding projects that are identified in the Town’s Municipal Budget and Business Plan, and in accordance with the Planning Act, 1990.

15. Due to the changes resulting from the Smart Growth for Our Communities Act, 2015, Appendix “A” also requires reporting on the manner in which projects that were partially funded by the Parkland Reserve will have the remaining component of the capital cost funded. However, as there were no projects funded from the Parkland Reserve in 2018, this section is not applicable for this report.

LINKAGE TO COMMUNITY-BASED STRATEGIC PLAN

16. The collection and use of Payments In Lieu of Parkland is well aligned with strategic theme:

<table>
<thead>
<tr>
<th>Theme</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MODERN &amp; PROSPEROUS ECONOMY</td>
<td>Develop and engage in policies and initiatives to enhance Bracebridge as a service community for the surrounding areas.</td>
</tr>
<tr>
<td>GOVERNANCE &amp; CIVIC ENGAGEMENT</td>
<td>Recognize the importance of Town decisions in attracting and retaining talent.</td>
</tr>
<tr>
<td></td>
<td>Continually strive to improve efficiency and accountability in governance.</td>
</tr>
</tbody>
</table>

17. Receiving an annual financial statement for the collection and use of Payments In Lieu of Parkland provides Council with important information about funding availability when making decisions about capital infrastructure related to parks and parkland.

LINKAGE TO COUNCIL PRIORITIES

18. The 2018 Payments In Lieu of Parkland statement is a legislated requirement that was not specifically identified by Council when determining 2018-2022 priorities.
ALTERNATIVE(S)

19. As this report is for information purposes only, no alternatives are presented.

EXISTING POLICY


FINANCIAL IMPLICATIONS

22. Allocations from the Parkland Reserve to finance projects are approved by Council through the annual Municipal Budget and Business Plan development process.

23. There are no additional financial implications resulting from receiving this report.

COMMUNICATIONS

24. A copy of this staff report will be provided to the Minister of Municipal Affairs and Housing upon request.

25. This staff report was distributed to Council, Media, and all Town staff and was published on the Town’s website in accordance with the Town’s Procedural By-law.
APPENDIX “A”

2018 Payment In Lieu of Parkland Reserve Fund Statement

Town of Bracebridge
Payment In Lieu of Parkland Reserve Fund Statement (unaudited)
For the Year Ended December 31, 2018

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance - January 1, 2018</td>
<td>37,690.26</td>
</tr>
<tr>
<td>Add:</td>
<td></td>
</tr>
<tr>
<td>Collected under By-Law 2005-066</td>
<td>20,789.00</td>
</tr>
<tr>
<td>Investment income</td>
<td>1,051.70</td>
</tr>
<tr>
<td>Sub-total</td>
<td>21,840.70</td>
</tr>
<tr>
<td>Deduct:</td>
<td>-</td>
</tr>
<tr>
<td>Sub-total</td>
<td>-</td>
</tr>
<tr>
<td>Balance - December 31, 2018</td>
<td>59,530.96</td>
</tr>
</tbody>
</table>
TO: Councillor C. Wilson, Chair and Members of General Committee
FROM: W. Schmid, P. Eng., Director of Public Works
        Y. Gravel, C.E.T., Engineering Technologist
SUBJECT: Award of Contracts for Supply and Placement of Granular “A”, Supply and Application of Liquid Dust Suppressant, and Supply and Delivery of Winter Sand

RECOMMENDATION

1. That subject to adoption of the 2019 Municipal Budget and Business Plan, the following Contracts be awarded:

1.1. Contracts for Schedule of Items and Prices “A” and “C” of Tender 2019-TOB-T-001 Supply and Placement of Granular “A”, for a 12-month period between June 1, 2019 to June 1, 2020, be awarded to the low Tenderer, Fowler Construction Company Limited at the Tendered prices of $175,807.00 plus HST for Schedule “A” and $36,800.00 plus HST for Schedule “C”.

1.2. Contract for Schedule of Items and Prices “B” of Tender 2019-TOB-T-001 Supply and Placement of Granular “A”, for the period June 1, 2019 to June 1, 2020, be awarded to the low Tenderer, M. Conway & Sons Ltd. at the Tendered price of $94,335.00 plus HST.

1.3. Contract for Tender 2019-TOB-T-003 Supply and Application of Liquid Dust Suppressant for the 2019 calendar year be awarded to the low Tenderer, Miller Paving Limited at the Tendered price of $76,920.00 plus HST.

1.4. Contract for Tender 2019-TOB-T-004 for the Supply and Delivery of Winter Sand for the 2019/2020 winter season be awarded to the low Tenderer, Fowler Construction Company Limited at the Tendered price of $123,700.00 plus HST.

ORIGIN

2. Tenders for the supply of various materials and services required for Public Works Department operations are issued annually early in the year.

3. In order to complete road maintenance activities in a more expeditious manner, the Town also utilizes the services of specialized equipment and/or additional manpower to augment Public Works Department operations and to enhance the level of service to the public.

4. Funds to award the publicly advertised Tenders and undertake the prescribed works identified within the Terms of Reference associated with each Tender were included in the draft 2019 Municipal Budget and Business Plan. The Town’s draft 2019 Municipal Budget and Business Plan is subject to Council approval on February 27, 2019.

5. The Tenders were advertised on the Town’s website and Biddingo.com on January 10, 2019 and in the Bracebridge Examiner on January 10, 17 and 24, 2019.

6. The Tenders were received up to 2:00 p.m. on January 24, 2019 and opened publicly beginning at approximately 2:07 p.m. with Councillor S. Clement in attendance.
The Tenders were subsequently reviewed by staff to ensure that they met the Town’s specifications.

Tender 2019-TOB-T-002 Hot-Mix Asphalt Paving and Cold-Mix Asphalt Patching was also issued and closed on the same dates as the aforementioned Tenders. One Tender was received from Fowler Construction Company Limited. The Tender prices have increased significantly over 2018, therefore, staff is not recommending award of Tender 2019-TOB-T-002 Hot-Mix Asphalt Paving and Cold-Mix Asphalt Patching at this time. Staff will discuss the Tender prices with Fowler Construction and a staff report related to potential award of this Contract will be submitted to General Committee at a future date.

This staff report was prepared to seek approval to award the Contracts for the Supply and Placement of Granular “A”, Supply and Application of Liquid Dust Suppressant, and Supply and Delivery of Winter Sand.

ANALYSIS

Information regarding the Public Works Department’s proposed 2019 Road Maintenance program was included within the Public Works portion of the draft 2019 Municipal Budget and Business Plan for consideration by General Committee.

The draft 2019 Municipal Budget and Business Plan included required funds for the expenditures contemplated under these Tenders.

A summary of the Tenders received is provided in Appendix “A”.

A comparison of the 2019 unit prices and the unit prices for previous years for the lowest Tenders received is provided in Appendix “B”.

Tender 2019-TOB-T-001 Supply and Placement of Granular “A”

Tender 2019-TOB-T-001 Supply and Placement of Granular “A” is for resurfacing various rural gravel roads, and the acquisition of Granular “A” for general road repairs, culvert replacements, and other various maintenance and construction activities.

Schedule of Items and Prices “A” of Tender 2019-TOB-T-001 includes: the supply, delivery and stockpiling of Granular “A” at the Public Works yard; and, the supply, haulage and spreading of Granular “A” on municipal roads within Zones 1, 2 and 3.

Fowler Construction Company Limited (Fowler) submitted the lowest Tender. The unit prices have increased by an average of 6.5% over 2018, higher than the general Consumer Price Index (CPI) increase of 2.0% for Ontario in 2018.

Staff contacted Fowler about the unit prices increases. Fowler attributed the increases to various factors including haul distances and higher wages, equipment and material production costs. Fowler has completed this Contract successfully since 2015.

Schedule of Items and Prices “B” of Tender 2019-TOB-T-001 includes the supply, haulage and spreading of Granular “A” on municipal roads within Zone 5. M. Conway & Sons Ltd. (Conway) submitted the lowest Tender. The unit price has remained the same as the unit price tendered in 2018. Conway has completed this Contract successfully since 2015.
19. Schedule of Items and Prices “C” of Tender 2019-TOB-T-001 includes the supply of Granular “A” loaded on Town trucks at the Contractor’s source located within 5 km of the Town centre. Fowler submitted the lowest Tender. The unit price has increased by 2.1% over 2018, largely in line with the general CPI increase of 2.0% for Ontario in 2018. Fowler has completed this Contract successfully since 2015.

20. The Granular “A” Supply and Delivery Zone Map is provided in Appendix “C”.

21. The list of municipal roads planned for resurfacing with Granular “A” is provided in Appendix “D”.

**Tender 2019-TOB-T-003 Supply and Application of Liquid Dust Suppressant**

21. Tender 2019-TOB-T-003 is for the supply and application of 35% calcium chloride solution or 30% magnesium chloride solution on rural gravel roads for dust control. Miller Paving Limited (Miller Paving) submitted the lowest Tender based on supplying and applying 35% calcium chloride solution. The unit prices for this Contract have remained relatively stable since 2016. The 2019 contracted cost for application of liquid dust suppressant is $6,920 higher than the budget allocation of $70,000. Actual cost for application of liquid dust suppressant has been under $70,000 for 3 of the past 4 years. Miller Paving completed this Contract for the Town for 8 of the past 9 years with no issues.

**Tender 2019-TOB-T-004 for the Supply and Delivery of Winter Sand**

22. Tender 2019-TOB-T-004 is for the supply, delivery and stockpiling of winter sand in the Public Works yard for the 2019/2020 winter season that will be applied to roads and sidewalks as part of the Public Works Department’s winter maintenance activities. Fowler Construction Company Limited (Fowler) submitted the lowest Tender. The unit price for this Contract has seen modest increases since 2016. Fowler completed this Contract for the Town for 9 of the past 11 years with no issues.

23. Staff have reviewed the qualifications and experience of each recommended contractor, and are of the opinion each of the companies are capable of fulfilling the Town’s requirements.

**LINKAGE TO COMMUNITY-BASED STRATEGIC PLAN**

24. Completing the various road maintenance functions associated with these Contracts is well-aligned with the strategic themes:

<table>
<thead>
<tr>
<th>Community Wellness &amp; Cultural Vitality</th>
<th>Promote health and wellness in the community through Town facilities and programmes.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creative &amp; Considerate Planning</td>
<td>Recognize the importance of the Town’s decisions in shaping the future of the community.</td>
</tr>
</tbody>
</table>

25. The Award of the Contracts ensures the Town’s roads are maintained in a good state of repair for the benefit and safety of residents and visitors alike.
LINKAGE TO COUNCIL PRIORITIES

26. The Award of Contracts for the Supply and Placement of Granular “A”; Supply and Application of Liquid Dust Suppressant; and Supply and Delivery of Winter Sand is consistent with responsible asset management and road maintenance which have been identified as key Council priorities.

ALTERNATIVE(S)

27. The following alternative is available for Committee consideration:

   Alternative #1 The Committee could recommend the Contracts not be awarded.

   This alternative is not recommended since these Contracts are necessary to maintain the Town’s roads in a good state of repair for the benefit and safety of the public.

EXISTING POLICY


FINANCIAL IMPLICATIONS

31. The 2019 contracted costs for Supply and Placement of Granular “A”, Cold-Mix Asphalt Patching and Supply and Delivery of Winter Sand are consistent with 2018. Funds to undertake these works are included in the Draft 2019 Municipal Budget and Business Plan and, as a result, there is no additional financial impact.

32. Though consistent with 2018 rates, the 2019 contracted cost for Supply and Application of Liquid Dust Suppressant is $6,920 higher than the budget allocation of $70,000. Actual cost for application of liquid dust suppressant has been under $70,000 for 3 of the past 4 years, averaging $63,102 annually since 2015. Staff expect to complete the 2019 Contract within the budget allocation, therefore, there is no additional financial impact.

COMMUNICATIONS

33. This staff report was distributed to Council, Media, and all Town staff and was published on the Town’s website in accordance with the Town’s Procedural By-law.

34. Notice was provided on the homepage of the Town’s website and in the Town Page section of the Bracebridge Examiner.

35. Notice was provided on the Public Notices section of the Town’s website and the Town Page section of the Bracebridge Examiner in accordance with Town of Bracebridge Notice provisions and/or legislative requirements.

Prepared By: Y. Gravel, C.E.T. Approved By: W. Schmid, P. Eng. Approved for Submission to General Committee By: J. Sisson

Engineering Technologist Director of Public Works Chief Administrative Officer Ext. 240 Ext. 230 Ext. 229
## Summary of Tenders Received

<table>
<thead>
<tr>
<th>Tender Results</th>
<th>Tender Prices (Excl. HST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fowler Construction Company Limited (Bracebridge, ON)</td>
<td>$175,807.00</td>
</tr>
<tr>
<td>Robinson Haulage Inc. (Kilworthy, ON)</td>
<td>$183,560.00</td>
</tr>
<tr>
<td>Wayne Hall Construction Inc. (Parry Sound, ON)</td>
<td>$202,327.26</td>
</tr>
<tr>
<td>M. Conway &amp; Sons Ltd. (Bracebridge, ON)</td>
<td>$94,335.00</td>
</tr>
<tr>
<td>Fowler Construction Company Limited (Bracebridge, ON)</td>
<td>$121,412.50</td>
</tr>
<tr>
<td>Robinson Haulage Inc. (Kilworthy, ON)</td>
<td>$128,525.00</td>
</tr>
<tr>
<td>Fowler Construction Company Limited (Bracebridge, ON)</td>
<td>$36,800.00</td>
</tr>
<tr>
<td>Robinson Haulage Inc. (Kilworthy, ON)</td>
<td>$42,500.00</td>
</tr>
<tr>
<td><strong>4. 2019-TOB-T-003 Supply &amp; Application of Liquid Dust Suppressant</strong></td>
<td></td>
</tr>
<tr>
<td>Miller Paving Limited (Markham, ON)</td>
<td>$76,920.00</td>
</tr>
<tr>
<td>Da-Lee Dust Control (Stoney Creek, ON)</td>
<td>$90,000.00</td>
</tr>
<tr>
<td><strong>5. 2019-TOB-T-004 Supply and Delivery of Winter Sand</strong></td>
<td></td>
</tr>
<tr>
<td>Fowler Construction Company Limited (Bracebridge, ON)</td>
<td>$123,700.00</td>
</tr>
<tr>
<td>Duivenvoorden Haulage Ltd. (Innisfil, ON)</td>
<td>$125,600.00</td>
</tr>
<tr>
<td>G. Priest Services Inc. (Minesing, ON)</td>
<td>$137,900.00</td>
</tr>
</tbody>
</table>
## APPENDIX “B”

### 2019-2018 Tender Comparisons

#### 2019-TOB-T-001 SUPPLY AND PLACEMENT OF GRANULAR “A” (Fowler)

<table>
<thead>
<tr>
<th>Description of Items</th>
<th>Schedule of Items and Prices</th>
<th>Estimated Quantity (Tonnes)</th>
<th>Unit Price</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supply Granular “A” and deliver to 1000 Taylor Court Public Works Yard – “as required” deliveries of not less than 500 tonnes per delivery.</td>
<td></td>
<td>3,000</td>
<td>$14.45</td>
<td>$14.95</td>
</tr>
<tr>
<td>Supply Granular “A” and stockpile at 1000 Taylor Court Public Works Yard using a loader and 80 ft. conveyor.</td>
<td>“A”</td>
<td>2,000</td>
<td>$16.10</td>
<td>$16.75</td>
</tr>
<tr>
<td>Supply, haul and spread Granular “A” on any Municipal road within Zones 1, 2 and 3. Delivered between June 1 and July 15, 2019.</td>
<td></td>
<td>4,860</td>
<td>$17.80</td>
<td>$19.95</td>
</tr>
<tr>
<td>Supply Granular “A” loaded on Town trucks at Contractor’s source located within 5 km of the Town centre.</td>
<td>“C”</td>
<td>3,000</td>
<td>$11.85</td>
<td>$12.10</td>
</tr>
</tbody>
</table>

#### 2019-TOB-T-001 SUPPLY AND PLACEMENT OF GRANULAR “A” (Conway)

<table>
<thead>
<tr>
<th>Description of Items</th>
<th>Schedule of Items and Prices</th>
<th>Estimated Quantity (Tonnes)</th>
<th>Unit Price</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supply, haul and spread Granular “A” on any Municipal road within Zone 5. Delivered between June 1 and July 15, 2019.</td>
<td>“B”</td>
<td>5,690</td>
<td>$16.50</td>
<td>$16.50</td>
</tr>
</tbody>
</table>
APPENDIX “B” (cont’d)

2019-2018 Comparisons

**2019-TOB-T-003 SUPPLY & APPLICATION OF LIQUID DUST SUPPRESSANT (Miller Paving)**

<table>
<thead>
<tr>
<th>Description of Items</th>
<th>Estimated Quantity (Litres)</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2016</td>
<td>2017</td>
</tr>
<tr>
<td>Tractor Trailer Load</td>
<td>150,000</td>
<td>0.2414</td>
</tr>
<tr>
<td>Tandem Axle Load</td>
<td>150,000</td>
<td>0.2414</td>
</tr>
</tbody>
</table>

**2019-TOB-T-004 SUPPLY AND DELIVERY OF WINTER SAND (Fowler)**

<table>
<thead>
<tr>
<th>Description of Item</th>
<th>Estimated Quantity (Tonnes)</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supply, deliver, treat, blend with salt and stockpile screened winter sand in the covered storage area at the Town of Bracebridge Public Works Yard</td>
<td>10,000</td>
<td>$10.89</td>
</tr>
</tbody>
</table>
APPENDIX “C”

Granular “A” Supply and Delivery Zone Map
### Municipal Roads Planned for Granular “A” Supply and Delivery

<table>
<thead>
<tr>
<th>Road Name</th>
<th>Zone</th>
<th>Length (m)</th>
<th>Estimated Quantity (Tonnes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kirst Road</td>
<td>1</td>
<td>340</td>
<td>240</td>
</tr>
<tr>
<td>Boyd Bay Road</td>
<td>1</td>
<td>500</td>
<td>360</td>
</tr>
<tr>
<td>Fawn Lake Road</td>
<td>2</td>
<td>1,400</td>
<td>1,010</td>
</tr>
<tr>
<td>Crockford Road</td>
<td>3</td>
<td>800</td>
<td>580</td>
</tr>
<tr>
<td>Sherwood Forest Road</td>
<td>3</td>
<td>900</td>
<td>650</td>
</tr>
<tr>
<td>Peter Road</td>
<td>3</td>
<td>1,000</td>
<td>720</td>
</tr>
<tr>
<td>Karin Crescent</td>
<td>3</td>
<td>600</td>
<td>430</td>
</tr>
<tr>
<td>Lorne Road</td>
<td>3</td>
<td>1,200</td>
<td>870</td>
</tr>
<tr>
<td>Tingey Road North</td>
<td>5</td>
<td>400</td>
<td>290</td>
</tr>
<tr>
<td>Boe Bay Road</td>
<td>5</td>
<td>1,600</td>
<td>1,150</td>
</tr>
<tr>
<td>Thompson Road</td>
<td>5</td>
<td>1,000</td>
<td>720</td>
</tr>
<tr>
<td>Bird Lake Road</td>
<td>5</td>
<td>2,500</td>
<td>1,800</td>
</tr>
<tr>
<td>Milne Road</td>
<td>5</td>
<td>2,400</td>
<td>1,730</td>
</tr>
</tbody>
</table>

**ESTIMATED TOTAL** 10,550